

Introduction

Course Goals

The goals for this course are for you to:

- Become familiar with the capabilities of SAM II
- Understand the basic structure of SAM II
- Become familiar with basic navigation within SAM II

Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will use your own user ID in Production.

Course Overview

This course covers the following topics

- Capabilities and system functions provided by SAM II
- Basic structure and processing logic of SAM II
- Navigating within SAM II

System Overview

Topic Objectives

After completing this topic, you will:

- Understand the capabilities of SAM II
- Understand the structure and processing logic of SAM II

What is SAM II?

Statewide Advantage for Missouri (SAM II) is a Windows-based statewide financial management software package that provides accounting, budgeting, procurement, inventory, and human resources management capabilities for the State of Missouri and its agencies in a single integrated system.

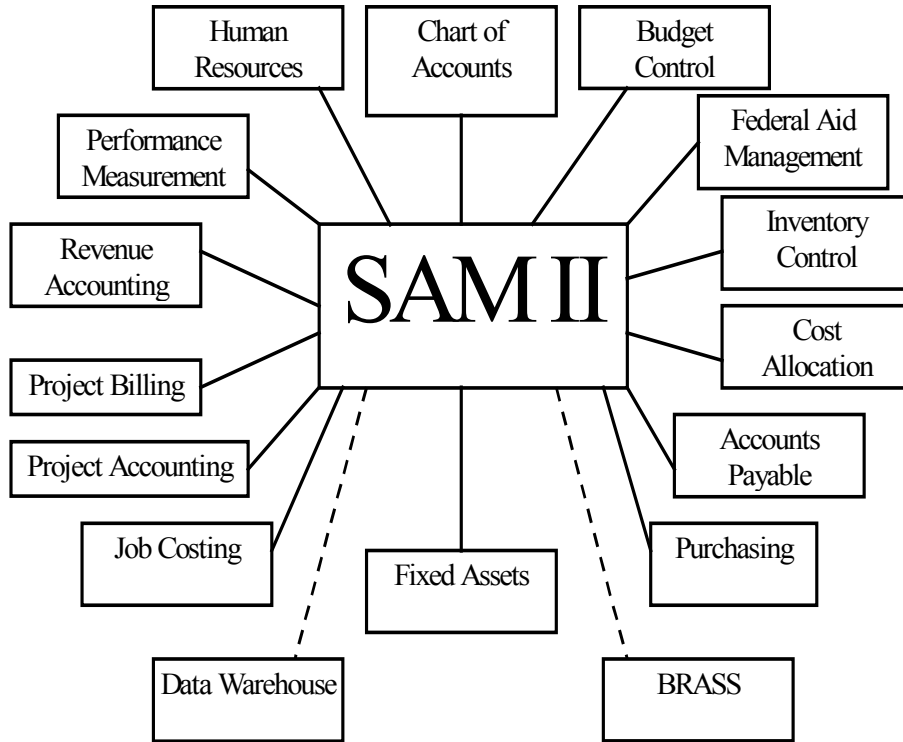
SAM II achieves integration through:

- One consistent view of the system
- A single unified database
- Use of a single accounting structure
- Simultaneous updates of all database records

Some of the benefits of this integration include:

- Consistent, up-to-date management information
- One-time data entry
- On-line transaction and table processing with real-time system updates
- No interfaces between purchasing, budget, accounts payable, and HR functions
- Simplified audit ability

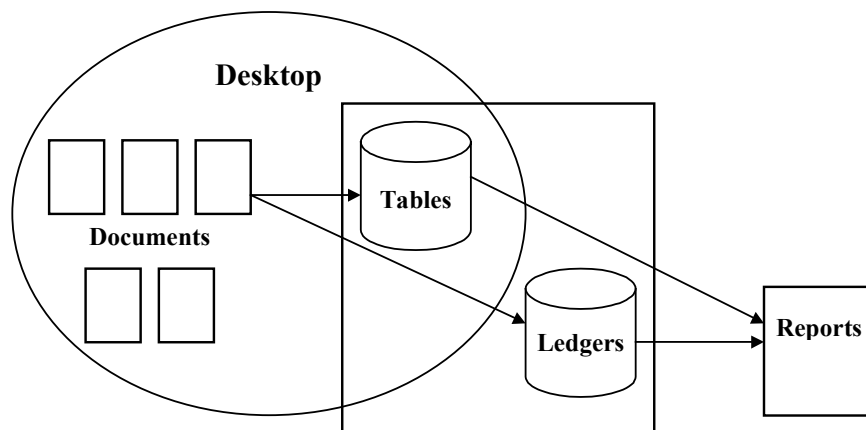
System Functions



System Structure

The following diagram illustrates the structure of how SAM II is organized:

SAM II



In SAM II, ***Documents*** are entered using the Desktop to record financial and purchasing events that update database ***Tables*** that can be viewed on-line. In addition, documents write to off-line ***Ledgers***. ***Reports*** are generated by pulling information from tables and ledgers.

Tables

Tables are holding files that contain reference information used for a variety of activities. Many tables contain reference information used to:

- Provide valid values for updates to transactions and documents (for example, a vendor code for a purchase order)
- Provide reference data to other tables
- Control system accounting procedures
- Contain source information for processing and reporting

As part of your work activities, you may use tables to maintain and update information. For example, suppose you add a new vendor entry to update the vendor table. The system verifies that the values in each field are valid and that any value that appears on another table is also valid on the referenced table.

If an error is found, a message appears in the status bar. If the information is free of errors, the database is updated according to your changes.

SAM II uses the following types of tables:

- System Control Tables
- Reference Tables
- Inquiry Tables

System Control Tables

System control tables contain data specific to Missouri, such as security and system options. System control tables require a one-time setup and are maintained by system administrators. The System Control Options (1 of 2) (SOPT) table and the System Special Accounts (SPEC) table are examples of system control tables.

Reference Tables

Reference tables are used to validate entries in the system. They require a one-time setup and are maintained by OA. It is recommended to avoid making changes to some of these tables during the fiscal year, in order to minimize impact on reporting. Examples of reference tables include the Chart of Accounts tables and the Vendor (1 of 2) (VEN2) table.

Inquiry Tables

Inquiry tables are used to view data on-line. They are automatically maintained by the system, and records cannot be added, changed or deleted manually. Inquiry tables are updated by documents. An example of an inquiry table is the Open Payment Voucher Header Inquiry (OPVH).

Documents

Documents are used to record information on-line about financial and purchasing events. For example, purchasing a new piece of equipment is an event that is initiated using a purchase order document.

SAM II validates the data entered in documents and either accepts or rejects them. Accepted documents cause updates to the database. Rejected documents are stored with their associated error messages until deleted or corrected.

Batch Processes

Batch processes use documents, tables, and ledgers to create special processes like reports and checks. Batch processing occurs overnight. Batch processes may also:

- Create documents
- Update tables
- Use the system control and reference tables as inputs

An example of a batch process is the Automated Disbursement process.

Ledgers

SAM II automatically generates several offline ledgers, which store data entered through documents. The ledgers serve as the system's key audit trail and are used primarily for reporting. Ledgers are updated during the nightly processing cycle.

Reports

SAM II periodically prints several standard reports to provide work areas with summaries of accounting and purchasing activities.

In addition to standard reports, the system incorporates a data warehouse component called the SAM II Data Warehouse. The SAM II Data Warehouse provides a centralized source of data for departments and agencies that will facilitate data analysis and report generation. The use of the data warehouse promotes paperless distribution of data by allowing you to access pre-defined reports or select and format data through an on-line analysis tool.

Users will access the SAM II Data Warehouse using a web browser such as Internet Explorer 4.0 and a custom web application developed for the State of Missouri.

Getting Started

Topic Overview

This topic introduces you to the following:

- Starting a Session
- Navigator Window
- Go To Window
- Business Areas and Business Functions
- Working with Tables
- Online Help
- Using Bookmarks
- Setting the Initial Window for the Desktop
- Sign-off Process

Starting a Session

After the SAM II application is set up on your PC, you will see the SAM II Desktop icon. Begin your session by signing on as follows:

- Step 1.** Double-click the SAM II Desktop icon. The Sign-on window appears.

Desktop Sign-on Window

- Step 2.** Using all caps, type your user ID in the *User ID* field.
- Step 3.** Press **Tab** to enter your password in the *Password* field (using all caps), then click **OK** or press **Enter**. The ADVANTAGE Workflow Sign-on window appears.

Workflow Sign-on Window

- Step 4.** Enter the email ID provided by the instructor in the *User ID* field.

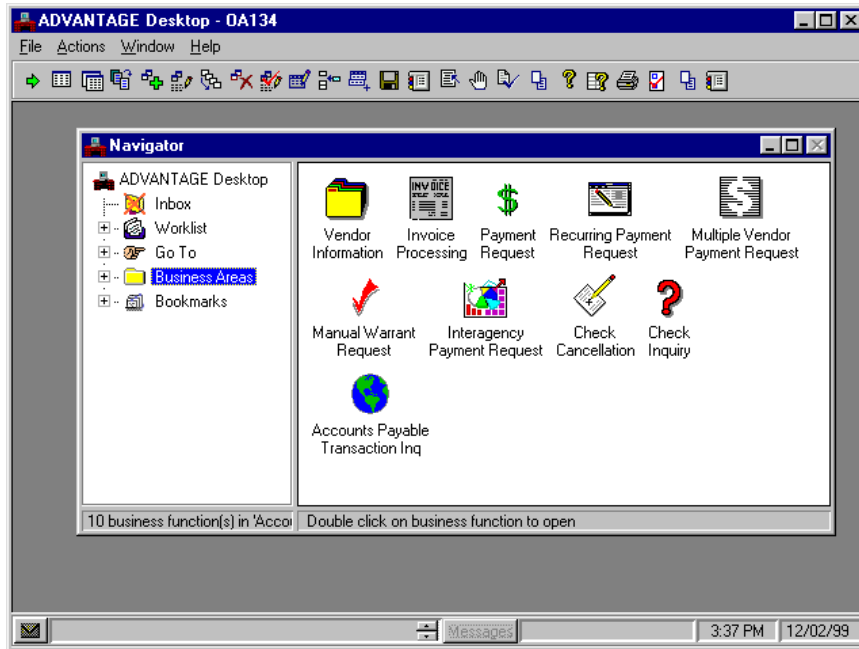
Note: In production, you will enter your email user ID and password the first time you log in to SAM II. Depending on the setup in your agency, you may not have to enter this every time you log in.

- Step 5.** Click **OK**.

Navigator Window

The SAM II Navigator window is the background for all your activities.

Navigator Window



Note that your User ID is displayed in the Title Bar of the main window.

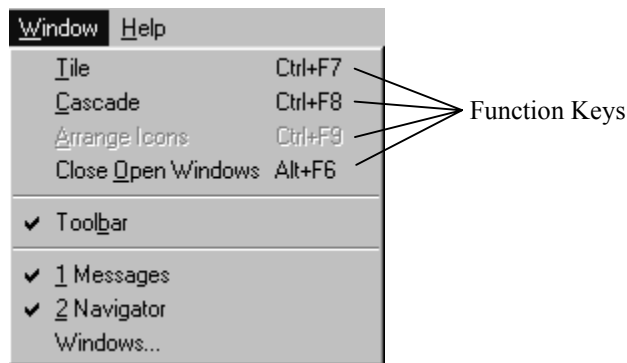
The SAM II Menu Bar displays the menus available for the active window. The available menus will differ depending on whether you are looking at the Navigator Window, a table window, or a document window.

SAM II Menu Bar

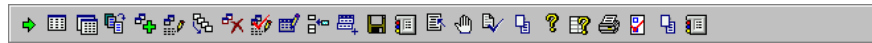


Toolbar Buttons and Function Keys

Although SAM II is a menu-driven system, it also offers shortcuts to the menu commands to allow you to work more efficiently in the system. The most frequently used SAM II commands can be executed by using one of three different methods: pull-down menus, function keys, and toolbar buttons. Function key shortcuts to menu commands are found to the right of the menu command (in the menu itself). To execute a command using a function key, simply press the appropriate combination of keys. Toolbar buttons are located below the menu bar. To execute a command using a toolbar button, click on the button with your mouse pointer. Placing the pointer over the button briefly will show you the full name of any button on the toolbar.



Toolbar



Status Bar

SAM II always displays the status bar at the bottom of the Desktop. It displays current information about SAM II, providing feedback as you do your work. The status bar contains the following:

- Current date and time
- If viewing a document, the status of the document in the active window, as well as a document line counter
- Messages that apply to your current activity




You will learn more about documents and messages in the *Document Processing* and *Table Maintenance and Inquiry* classes.

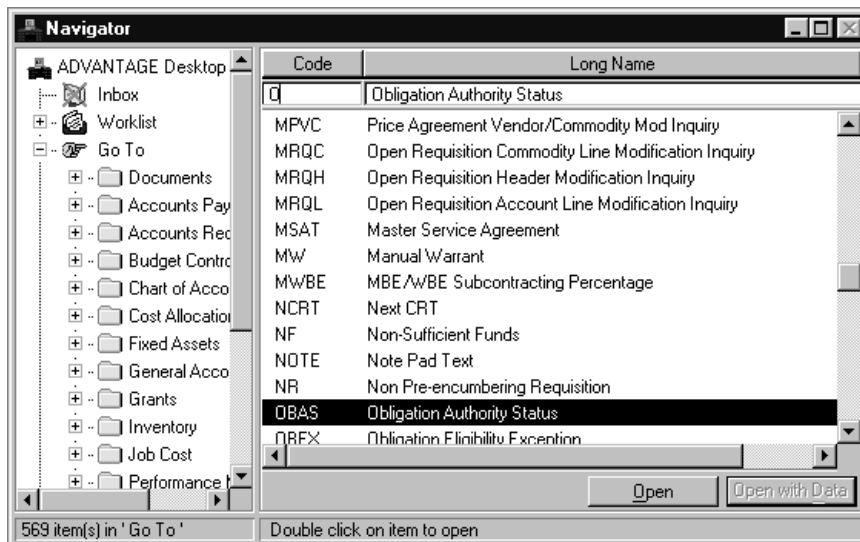
SAM II Inbox and Worklist

The SAM II Inbox and worklist are components of Workflow. Workflow is a tool provided with SAM II to streamline user process flows within the system. Using workflow, documents and tables can be routed to other users for approvals, updates, etc. The SAM II Inbox and the worklist are discussed in detail in the *Document Processing* and *Table Maintenance and Inquiry* courses, as well as in Appendix D at the end of this manual.

Go To Window

The Go To window is one of SAM II's navigation features. It provides quick access to any window in the SAM II system. The Go To window is accessed by clicking on the Go To  icon in the left panel of the Navigator window. The Go To window will be displayed in the right panel. Using the Go To window you can quickly search for and open any window.

Go To Window

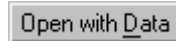


Locating Windows Using Go To

The Go To window can be organized alphabetically by the window code or the window long name. To organize the window by code, click on the *Code* column header. To organize the window by long name, click on the *Long Name* column header. To locate a table or type of document, type a code or name in the text box under the appropriate column header. SAM II will search while you type. You can narrow your search by clicking on the '+' sign next to the Go To icon. A list of category folders will appear. Use the '+' signs next to these folders to access subcategories and shortened window lists.




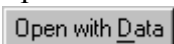
Open and Open With Data

After highlighting the line for the window you want to open, click on the **Open** button (or double-click the highlighted line). The window will open. You can also use the Go To window to transfer common data from one window to another. This allows you to see related information about a record as you move between tables without retyping data. For example, you may look up a vendor on the Vendor Name Inquiry (VNAME) table. If you wished to see that vendor's address, you would open the Vendor (1 of 2) (VEN2) table using the **Open with Data** button. The VEN2 record for the vendor you looked up on VNAME will be displayed automatically.



Using the Go To Window

Throughout this course and the rest of the SAM II training, pull-down menu selections are indicated by the menu name followed by the submenu selection, separated by a colon (all in bold text). For example, the **Print Desktop** command on the File menu is referred to as **File: Print Desktop**.

- Step 1.** Click on the **Go To** icon in the left panel of the Navigator window. 
- Step 2.** Type *VNAME* in the text box below the *Code* column header.
- Step 3.** Click on the **Open** button to open the window.
- Step 4.** Select **Display: Browse Data** from the pull-down menus at the top of the window to display the first record. 
- Step 5.** Select an entry from the list that is displayed by clicking on it (the record line will be highlighted).
- Step 6.** Click on the **Open Navigator...** button on the toolbar to go back to the Go To window. 
- Step 7.** Select the next window to open by typing *VEN2* in the *Code* text box.
- Step 8.** Click on the **Open with Data** button to open the window. 

The window opens, displaying additional information for the selected vendor.
- Step 9.** Select **Window: Close Open Windows** to close all the windows on the Desktop.

Business Areas and Business Functions

The SAM II system includes Business Areas and Business Functions. Business Areas represent groupings of work responsibilities. For example, if you are responsible for your agency's purchases, you will use the ***Purchase Order Processing*** Business Area.

A Business Area is made up of Business Functions, or groupings of windows that represent specific tasks related to the Business Area. The Business Functions provide quick access to the windows you need to do your job using SAM II. Typically, when you sign on to SAM II, you will immediately open a Business Function and complete all your work within that Business Function.

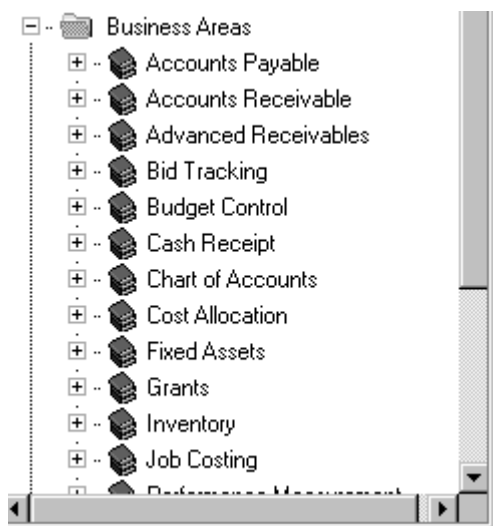
To work with Business Areas and Business Functions:

- Select a Business Area
- Select a Business Function
- Open windows in the Business Function
- Navigate between windows in the Business Function

Opening a Business Area and Business Function

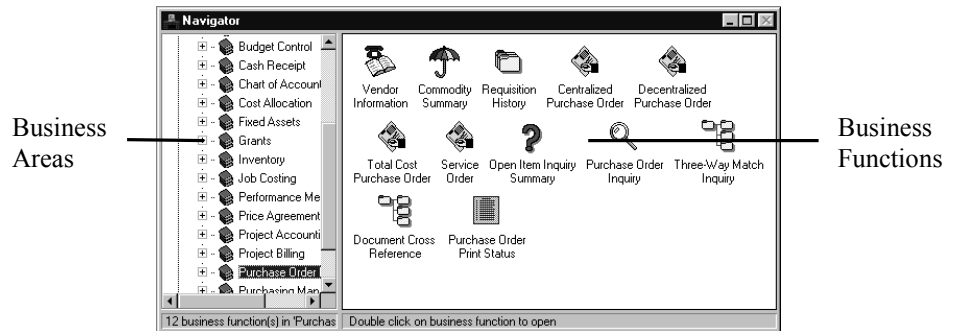
To begin working, open a Business Function for a selected Business Area.

Step 1. Click on the '+' sign next to the **Business Areas** icon in the left panel of the Navigator window to see the list of available areas.



- Step 2.** Scroll down if necessary and select the **Purchase Order Processing** Business Area by clicking on the icon in the left panel of the Navigator window.

The Business Function icons associated with the **Purchase Order Processing** Business Area appear in the right panel of the Navigator window.

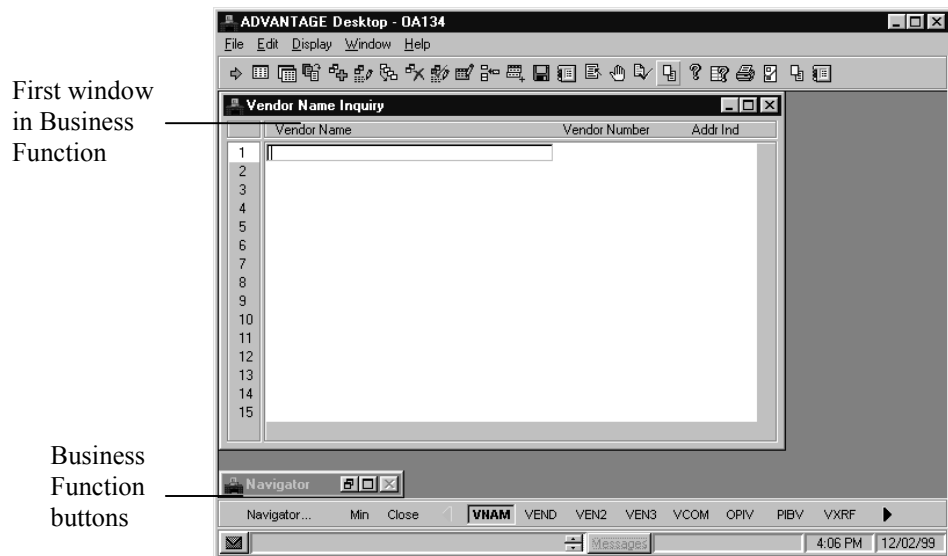


- Step 3.** Open the **Vendor Information** Business Function by double-clicking on the icon in the right panel of the Navigator window.



Vendor Information






The first window in the Business Function, Vendor Name Inquiry (VNAM) opens.



Business Function Buttons

When you open a Business Function, the first window associated with the Business Function opens (VNAM, in our example), and several buttons appear at the bottom of the window. Each button represents a window included in the Business Function. You can place your pointer over the window button to see the full name of the window.

The buttons help you navigate to the other windows in the Business Function, as described below.

Click on...	To...
	Bring the Navigator window to the front of all other open windows.
	Minimize all open windows associated with the current Business Function.
	Close all windows in the Business Function at once and exit the Business Function.
	<p>Select a window in the Business Function. Each window is identified by its code. The appearance of the buttons gives you information about the status of the window:</p> <ul style="list-style-type: none"> • In this example, the VNAM (Vendor Name Inquiry) button is pushed in and the window name is in bold letters, indicating that it is currently the active window. • VEND (Vendor Index) is in bold letters, but the button is not pushed in. This indicates that it is also open, but is not currently the active window (i.e., it is minimized or open in the background). • VEN2 (Vendor (1 of 2)) is in plain text, indicating that it is not open.
	If there are more window buttons in the Business Function than can be displayed at one time, use these arrows to scroll left or right to see all of the available windows.

Carrying an Entry Forward

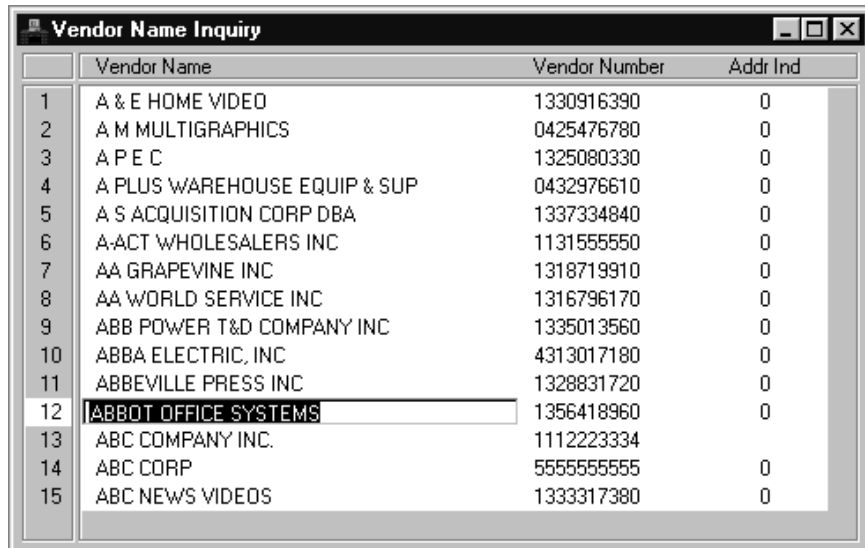
You can automatically carry forward an entry from one window to another in the Business Function, similar to the **Open with Data** command from the Go To window. This allows you to see related information about the entry as you move among the windows in the Business Function without retyping data.

For example, in the **Vendor Information** Business Function, you can see information about a specific vendor as you select each window in the Business Function.

Step 1. Select **Display: Browse Data** from the pull-down menus.



Step 2. Select an entry from the list that is displayed by clicking on it.



	Vendor Name	Vendor Number	Addr Ind
1	A & E HOME VIDEO	1330916390	0
2	A M MULTIGRAPHICS	0425476780	0
3	A P E C	1325080330	0
4	A PLUS WAREHOUSE EQUIP & SUP	0432976610	0
5	A S ACQUISITION CORP DBA	1337334840	0
6	A-ACT WHOLESALERS INC	1131555550	0
7	AA GRAPEVINE INC	1318719910	0
8	AA WORLD SERVICE INC	1316796170	0
9	ABB POWER T&D COMPANY INC	1335013560	0
10	ABBA ELECTRIC, INC	4313017180	0
11	ABBEVILLE PRESS INC	1328831720	0
12	ABBOT OFFICE SYSTEMS	1356418960	0
13	ABC COMPANY INC.	1112223334	
14	ABC CORP	5555555555	0
15	ABC NEWS VIDEOS	1333317380	0

Step 3. Open the Vendor (1 of 2) window by clicking on the **VEN2** button.

The VEN2 window opens, displaying information for the vendor that was selected on VNAM.

Step 4. Open the Vendor (2 of 2) window by clicking on the **VEN3** button to see more information about the entry.

Step 5. Click on the **Close** button to exit the Business Function.

Working with Tables

As previously discussed, tables are storage files for information referenced by SAM II, such as vendor information and valid codes for funds, agencies, objects, and dates. Tables also provide information about open items, appropriations, budgets, and funds.

As you perform your tasks you will work extensively with the tables that contain the information you need. You will also perform lookups to find specific entries in those tables. SAM II has hundreds of tables; you will use only a small subset of them in your daily activities.

Menus for Working with Tables

When you are working in a table window, additional menus appear on the SAM II menu bar. Note the function key combinations that are displayed to the right of the menu commands:

- **Edit** allows you to cut, copy, and paste information to and from windows. It also allows you to select changed values (when editing a table), select all values, or deselect values.

<u>C</u> ut	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Cut Special	
Copy Special	
Paste Special	▶
<u>S</u> elect Changes	Ctrl+F2
<u>S</u> elect All	Ctrl+A
<u>D</u> eselect All	Ctrl+D

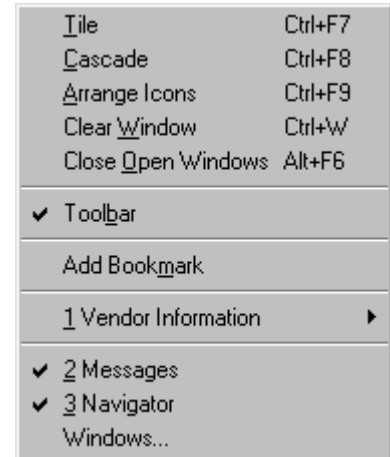
- **Display** allows you to view the entries in a table.

<u>B</u> rowse Data	F4
<u>M</u> ore Data	F5
B <u>e</u> ginning of <u>D</u> ata	Shift+F5
<u>G</u> et Specific Data	Shift+F7
<u>P</u> revious Page	Shift+F3
<u>N</u> ext Page	Shift+F4
<u>R</u> elated Data	F2

- **Modify** allows you to check and submit information for update to the database. The **Modify** menu options are available for certain reference tables only.

<u>A</u> dd	F6
<u>C</u> hange	F7
<u>D</u> elete	F9

- **Window** allows you to organize and access the open windows on your desktop.



Opening and Viewing Tables

SAM II table entries are viewed and modified using multiple-entry windows and single-entry windows. The multiple-entry windows display several table entries in a window, with summary information only. The single-entry windows display one entry per window with detailed information that relates to the entry.

Multiple-Entry Windows

To see an example of a multiple-entry window, open Vendor Index (VEND) from the **Vendor Information** Business Function.

Vendor Index				
	Vendor Number	Addr Ind	Name	Misc Ind
1	1356418960	0	ABBOT OFFICE SYSTEMS	N
2	1356420320	0	ARC OF THE UNITED STATES, THE	N
3	1356487110	0	PLENUM PUBLISHING CORP	N
4	1356591280	0	OCEANA PUBLICATIONS INC	N
5	1356602770	0	AMERICAN WATER WORKS	N
6	1356602770	1	AMERICAN WATER WORKS	N
7	1356675430	0	AUBURN LABEL & TAG COMPANY	N
8	1356701400	0	J & H BERGE, INC	N
9	1356750950	0	ASHRAE	N
10	1356752080	0	FIBER ECONOMICS BUREAU INC	N
11	1356766280	0	ST MARTINS PRESS INC	N
12	1356806050	0	PYLAM PRODUCTS CO INC	N

Each line of the window represents a single entry. The line consists of the “key” which is the unique identifier of the entry. The line also displays other data that provide more details about the entry. In the Vendor Index (VEND), the vendor number and address indicator make up the key, while the name and miscellaneous indicator are detail information.

Note: Shaded fields are for display purposes only (i.e., you can't type in them).

Single-Entry Windows

A single-entry window is used to view values that have defining information that is too detailed to be displayed in a single line. For example, open the Vendor (1 of 2) (VEN2) table by clicking on the Business Function button.

The screenshot shows a window titled "Vendor [1 of 2]". It is divided into three main sections:

- Header:** Contains fields for Vendor (1356418960), Vendor Type (MU), Misc Vendor Indicator (N), and Last Action Date (12 / 31 / 98).
- View tabs:** Two tabs are visible: "General Information" (selected) and "Payment Information".
- Details:** Contains fields for Vendor Address (Name: ABBOT OFFICE SYSTEMS, Address: 5012 ASBURY AVE, City: FARMINGDALE, State: NJ, Zip: 07727), Alternate Address, Additional Address, Customer Account, Contact, A/R Contact, Comment, Vendor Phone (908-938-6000), and a checkbox for "Single Check Requested".

A single-entry window consists of header information, detail information, and view tabs.

- The header section displays the table entry's key and other basic identifying characteristics. If there are multiple views, the header is displayed on every view of the window.
- The details section provides information about the entry.
- The view tabs appear whenever a window has multiple views of detail information. Many of the windows have multiple views that make the data easier to review. A view tab is selected in order to open another view. For example, to view payment data click on the **Payment Information** tab.

The window view changes to show the payment information.

The screenshot shows a window titled "Vendor [1 of 2]". It has two tabs: "General Information" and "Payment Information", with the latter being selected. The "General Information" section includes fields for "Vendor" (1356418960), "Vendor Type" (MU), "Misc Vendor Indicator" (N), and "Last Action Date" (12 / 31 / 98). The "Payment Information" section includes fields for "Payment Hold Indicator" (Processes as Normal), "EFT Status" (Vendor not Considered), "Calendar YTD Amount" (0.00), "Fiscal Year YTD Amount" (0.00), "Scheduled Payment Day" (checkbox), "Application Type" (checkbox), "Prior Calendar Year Amount" (0.00), and "Prior Fiscal Year Amount" (0.00).

Displaying Data

Use the following **Display** menu commands to view data on both single- and multiple-entry windows:



- **Browse Data (F4)** displays the first entry/entries and is used to search for specific entries.



- **More Data (F5)** displays the next entry/entries.
- **Beginning of Data (Shift+F5)** takes you to the first entry/entries.
- **Get Specific Data (Shift+F7)** allows you to search for a specific entry using the key values.
- **Previous Page (Shift+F3)** allows you to page back through the data.
- **Next Page (Shift+F4)** allows you to page forward through the data.



- **Related Data (F2)** opens the window most closely related to the current window, if applicable. It carries over key data to the related window, just like the carry forward technique with Business Functions and the **Open with Data** command on the Go To window.

Note: Many of these commands have both toolbar buttons and function key combinations that can be used instead of the pull-down menus.

Searching for an Entry

Use the following options to search for a specific entry:

- To search for an entry using a partial or complete value in either a single- or multiple-view window, type the value and select **Display: Browse Data**.
- To search for a specific entry, type the key fields of the entry and select **Display: Get Specific Data**. On multiple-entry windows, you can display several specific entries by entering the key information for each entry. Only requested entries are displayed.

To practice searching using a partial value, open the Vendor (1 of 2) (VEN2) window.

Step 1. Enter the first four characters of a vendor ID in the *Vendor* field (for example, **7104**).

Step 2. Select **Display: Browse Data**.



The system retrieves the first entry that matches the characters you entered.

The screenshot shows the 'Vendor (1 of 2)' window. At the top, the 'Vendor' field contains '7104151880' and 'A'. Below this, the 'Vendor Type' is 'Misc Vendor Indicator' with a value of 'N', and the 'Last Action Date' is '12 / 02 / 99'. The window has two tabs: 'General Information' (selected) and 'Payment Information'. Under 'General Information', there are two main sections: 'Vendor Address' and 'Alternate Address'. The 'Vendor Address' section contains fields for Name ('WAL-MART STORES, INC'), Address ('710 SOUTH MAIN'), City ('BROOKFIELD'), State ('MO'), and Zip ('64628'). The 'Alternate Address' section has four empty fields. Below these, there are fields for 'Additional Address', 'Contact', 'A/R Contact', and 'Comment'. To the right of these are fields for 'Customer Account', 'Vendor Phone' (containing '660-258-2253'), and a checkbox for 'Single Check Requested'.

Note: If no match for a partial entry is found, the system retrieves the next highest entry when using the **Browse Data** command. In this example, if the system had no entries starting with **7104**, the system would have then looked for an entry starting with **7105**.

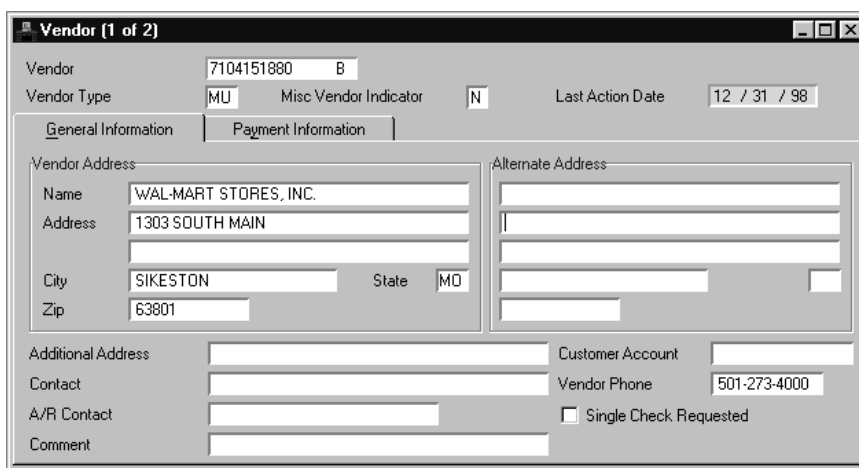
Displaying More Entries

After you have reviewed the initial entry/entries that resulted from a search, you can use the **Display** menu to see more entries.

Step 3. Select **Display: More Data**.



The window fills with the next entry in the database.



The screenshot shows a window titled "Vendor (1 of 2)". It contains the following fields and information:

- Vendor: 7104151880 B
- Vendor Type: MU
- Misc Vendor Indicator: N
- Last Action Date: 12 / 31 / 98
- General Information tab is selected.
- Vendor Address:
 - Name: WAL-MART STORES, INC.
 - Address: 1303 SOUTH MAIN
 - City: SIKESTON
 - State: MO
 - Zip: 63801
- Alternate Address: (Empty fields)
- Additional Address: (Empty field)
- Contact: (Empty field)
- A/R Contact: (Empty field)
- Comment: (Empty field)
- Customer Account: (Empty field)
- Vendor Phone: 501-273-4000
- ☐ Single Check Requested

Online Help

The **Help** menu provides you with information on entering valid values and working with SAM II. Open the Vendor (1 of 2) (VEN2) window and click on the **Help** menu to see the help options.

<u>F</u> ind Code	Shift+F1
<u>D</u> escribe Code	Alt+F1
<u>S</u> how Code Details	Ctrl+F1
Field <u>H</u> elp	Ctrl+H
<u>W</u> indow Help	F1
Help on ADVANTAGE Desktop	
A b out ADVANTAGE Desktop	

Find Code



You can use **Help: Find Code** to find valid values for certain fields when you do not already know the valid value.

- Step 1.** Clear the current entry in the window by selecting **Window: Clear Window** from the pull-down menus.
- Step 2.** Select the field for which you want to find valid values by clicking in it (use the *Vendor* field in our example).
- Step 3.** Select **Help: Find Code**.

The Find Code window appears, displaying valid values.

Find Code on Vendor Index				
	Vendor Number	Addr Ind	Name	Misc Ind
1	1356418960	0	ABBOT OFFICE SYSTEMS	N
2	1356420320	0	ARC OF THE UNITED STATES, THE	N
3	1356487110	0	PLENUM PUBLISHING CORP	N
4	1356591280	0	OCEANA PUBLICATIONS INC	N
5	1356602770	0	AMERICAN WATER WORKS	N
6	1356602770	1	AMERICAN WATER WORKS	N
7	1356675430	0	AUBURN LABEL & TAG COMPANY	N
8	1356701400	0	J & H BERGE, INC	N
9	1356750950	0	ASHRAE	N
10	1356752080	0	FIBER ECONOMICS BUREAU INC	N
11	1356766280	0	ST MARTINS PRESS INC	N
12	1356806050	0	PYLAM PRODUCTS CO INC	N

Select Browse More Data Cancel **↑ VEND** VNAM VZIG ►

Step 4. Search for the value.

- To move down the list of entries from those being displayed, click on the **More Data** button.
- To search using other attributes, click on the table buttons and arrows along the bottom of the window. For example, to search by name, click on the **VNAM** button.
- To search for a specific value, type in the value or partial value and click the **Browse** button. For example, enter **XER** in the *Vendor Name* field and click **Browse**. SAM II locates the first entry in the list that matches the value you entered.

Step 5. After you find the code and highlight it by clicking on it, click the **Select** button.

The Find Code window will close and the vendor number is transferred to the field you originally selected on VEN2.

Describe Code

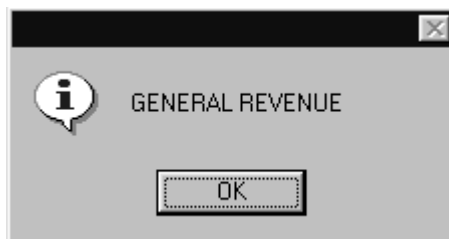
You can use **Help: Describe Code** to find the description of a value.

Step 1. Using the Go To window, open and browse the first record on the Fund Agency (FGY2) table.

Step 2. Select the field you need a description for by clicking in it (for example, click in the *Fund* field).

Step 3. Select **Help: Describe Code**.

An information window appears, displaying the description of the selected code.



Step 4. Select **OK** to close the window.

Show Code Details

You can use **Help: Show Code Details** to find additional information related to a specific code. For example, if you are looking at data in the **Organization** window (**ORG2**), you can use **Help: Show Code Details** to open a window with details about the selected agency.

- Step 1.** Use the Go To window to open Organization (ORG2) and browse the first record.
- Step 2.** Select a value of interest (*Agency*, for this example) by clicking in the field.
- Step 3.** Select **Help: Show Code Details**.

The related window (*Agency*, in this example) appears, displaying details about the selected entry.

The screenshot shows a window titled "Agency" with the following fields and values:

Fiscal Year	99	Agency	010
Name	LEGISLATURE		
Short Name	LEGISLATURE		
Manager			
Class	0000	Category	0100
Type	1100	Group	9000
<input type="checkbox"/> Approval <input type="checkbox"/> Exclude Budget Preparation			
Reporting Category Required on Revenue Transaction			
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable			
Reporting Category	None		
Budget Phase	Not Applicable		
Govt Fund Fed Billing Rept Cat			
Govt Fund Fed Billing Proj Num			

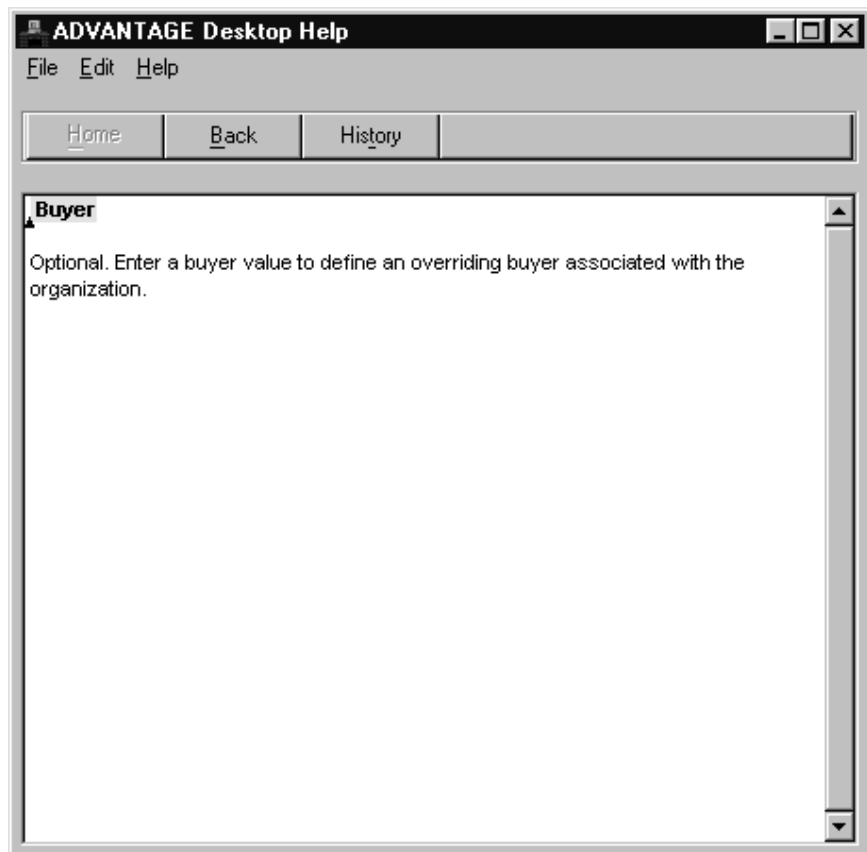
- Step 4.** Click on the [X] in the upper right corner of the Agency window to close it.

Field Help



You can use **Help: Field Help** to find information about a specific field and its uses.

- Step 1.** Place your cursor in the field about which you want to find more information (use the *Buyer* field for our example).
- Step 2.** Select **Help: Field Help**. The help window opens, describing the field and its uses.



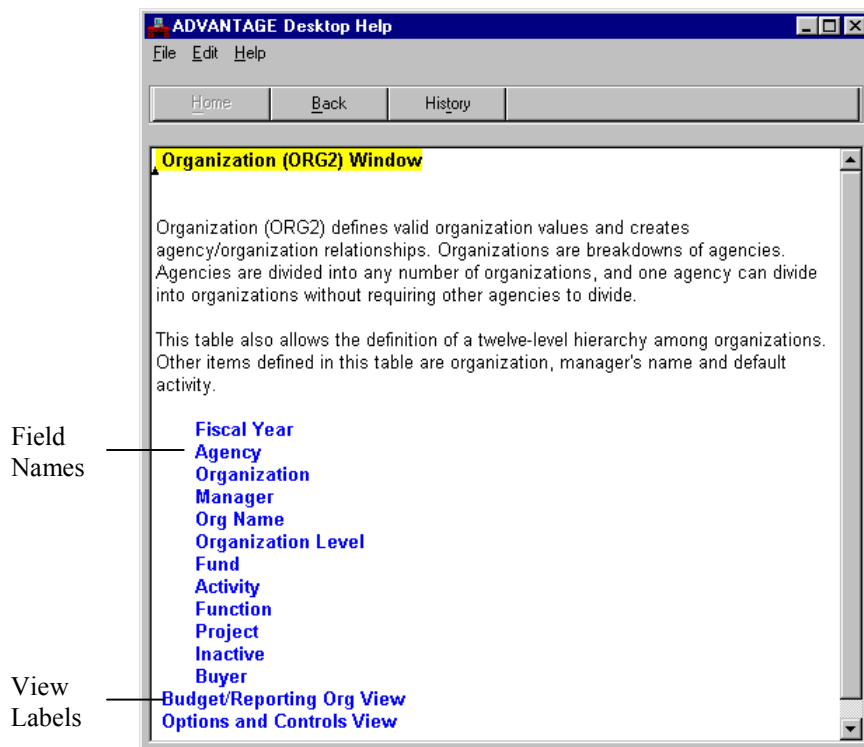
- Step 3.** Click on the [X] in the upper right corner of the help window to close it.

Window Help

You can use **Help: Window Help** to find information about an entire window and its uses.

- Step 1.** Open the window about which you want to find more information (ORG2, in our example).
- Step 2.** Select **Help: Window Help**. The help window opens, describing the window and its uses.
- Step 3.** Click on a field name in the help window for a description of that particular field and its uses.

Note: Some windows have multiple views (*Budget/Reporting Org* and *Options and Controls*, in our example). To learn about a field in a particular view, click on the view label to see the list of fields that are in that view

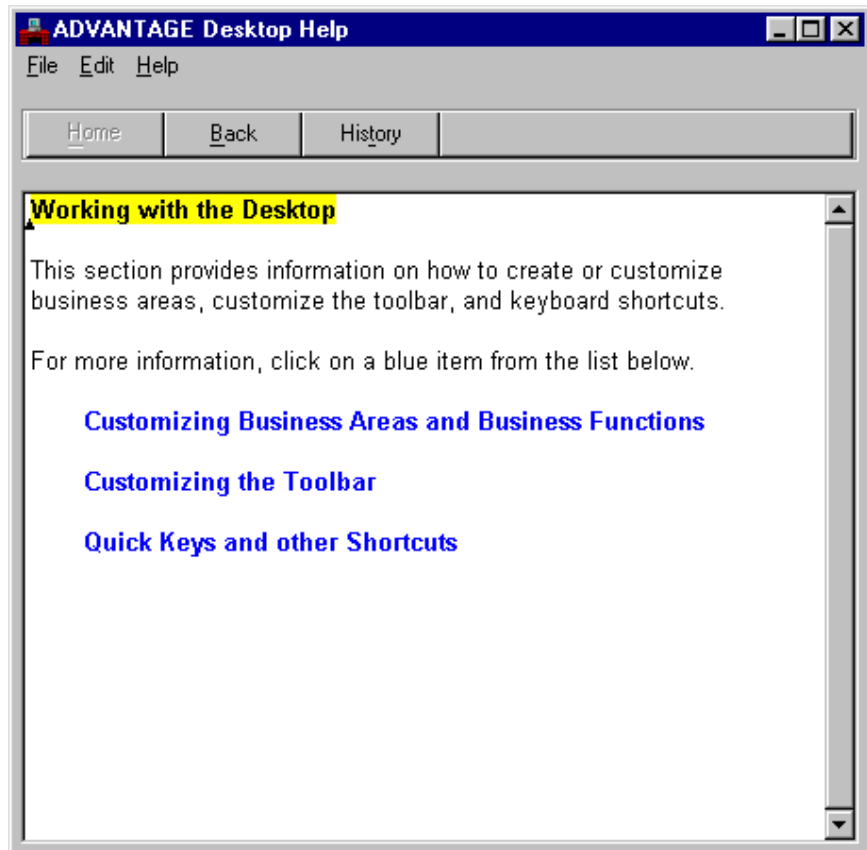


- Step 4.** Close the help window by clicking on the [X] in the upper right corner of the window.

Desktop Help

You can use **Help: Help on ADVANTAGE Desktop** to find information about how to customize Business Areas and the toolbar. This section also includes a listing of quick keys for all menu actions.

Step 1. Select **Help: Help on ADVANTAGE Desktop** to open the main help window.



Step 2. Click on the topic you are interested in to learn more.

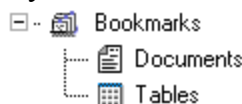
Step 3. Click on the [X] in the upper right corner of the help window to close it.

Using Bookmarks

SAM II provides the option to bookmark any window (table or document), allowing you to track a particular document or table entry.

Creating a Bookmark

To create a bookmark, open the document or table entry that you want to add and select **Window: Add Bookmark**. Enter a name and description if desired and click **OK**. To view your list of bookmarked documents and tables, click on the '+' sign next to the **Bookmarks** icon in the left panel of the Navigator window.



Select either **Documents** or **Tables**. Your bookmark list will be displayed in the right panel of the Navigator window. To open a bookmark, double-click on the bookmark line. SAM II will open the document or the table and display the record you bookmarked. To delete a bookmark from your list, click the right-mouse button on the bookmark line and choose **Delete**.

Setting the Initial Window for the Desktop

You can choose a specific window to appear when you first launch SAM II. Use the Go To window or your Business Functions to open the desired initial window. Select **File: Setup: Set Current Window as Initial Window**.

For example, if you wanted the Vendor Index to appear initially, you would open the Vendor Index (VEND) window, then select **File: Setup: Set Current Window as Initial Window**. The next time you launch SAM II, the Vendor Index (VEND) window will appear first. If you wish to undo this selection, you can select **File: Setup: Revert to Default Initial Window**.

Sign-Off Process

Step 1. To exit SAM II, click on the [X] in the upper-right corner of the main window or select **File: Exit**.

A message box appears asking you if you really want to exit.

Step 2. Select *Yes* and the application will close.

Appendix A: Changing Your Password

Since we are using a mainframe user ID to control access to the SAM II application, the password will expire every 30 days. The password must be six characters to eight characters long. It must contain at least one letter and at least one number. *The password cannot start with a number.* The mainframe stores the last 32 passwords you have used and does not allow you to reuse them.

Password Change Procedure

When Your Password Has Expired

When your password expires, you will be prompted with a message stating “NEW PASSWORD REQUIRED”. To change your password, follow the steps below:

- Step 1.** Turn **Caps Lock** on by pressing the **Caps Lock** key.
- Step 2.** Click on the **Password** button that is displayed in the window.
- Step 3.** Enter your old password in the *Old Password* field.
- Step 4.** Enter your new password in the *New Password* field.
- Step 5.** Enter your new password again in the *Confirm New Password* field to confirm what you typed.
- Step 6.** Click on the **Change** button.

Your password has now been changed on the mainframe.

Note: Depending on your settings, you may also see a “Save Profile?” screen. If this screen appears, enter your new password in the *Enter Password* field and click **OK**.

Changing the Password Before it Expires

- Step 1.** Open SAM II and log on using your current ID and password.
- Step 2.** Select **File: Setup: Password Maintenance**.
- Step 3.** From the Password Maintenance screen, click on the *Server* tab.
- Step 4.** Select **Change Password on Server**.

Step 5. Enter your old password in the *Old Password* field.

Step 6. Enter your new password in the *New Password* and *Confirm New Password* fields and click **Change**.

You should receive the message, “To change your password on the server, Financial Functions will be disconnected. This will close all related windows. Do you wish to continue?”

Step 7. Click **OK**.

You should receive the message, “Your password was successfully changed. Do you wish to synchronize your local password with the new password?”

Step 8. Click **Yes**, then click the **Close** button.

Appendix B:

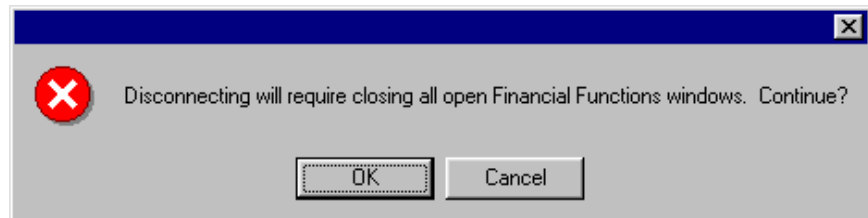
Disconnecting and Reconnecting a SAM II Session

Occasionally you may wish to disconnect from the SAM II server without exiting SAM II. In addition, you may occasionally experience a disconnection from the SAM II system. This can be caused by communication lines going down, prolonged inactivity, etc. If this occurs, you do not need to completely exit from the SAM II application to reconnect.

Disconnecting a Session

Step 1. Select **File: Connections: Financial Functions**.

The following message window will appear:



Step 2. Click **OK** to continue.

Reconnecting a Session

Step 1. Select **File: Connections: Financial Functions**.

You will be prompted for your user ID and password.

Step 2. Enter your user ID and password in the appropriate fields.

Step 3. Click **OK**.

Appendix C: Accessing Policies and Procedures via the SAM II Intranet

Overview

You are able to access Policies and Procedures and Chart of Account information online, via the SAM II Intranet. The *Intranet* is a group of internal State of Missouri *Internet* sites. In order to access the Intranet, you will need an Internet browser application (Microsoft's Internet Explorer or Netscape) and you must be working from a machine on the Missouri State Wide Area Network (WAN). The Policies and Procedures information include data about budget control and detailed coding instructions for SAM II documents and tables. The Chart of Account information includes a description of each element of the SAM II Chart of Account structure, as well as valid values.

The Intranet is used the same way as the Internet. By clicking on a series of 'hot links', you will be able to navigate within the site to find the information you need.

Accessing Information

By following the procedures outlined below, you should be able to locate the information you need quickly and easily.

- Step 1.** Start your Internet browser and open the State of Missouri home page (<http://www.state.mo.us/>).
- Step 2.** Scroll down and click on the SAM II logo to access the SAM II web page.

STATEWIDE ADVANTAGE
FOR MISSOURI (SAM II)

Step 3. Click on the SAM II Intra-Net logo.



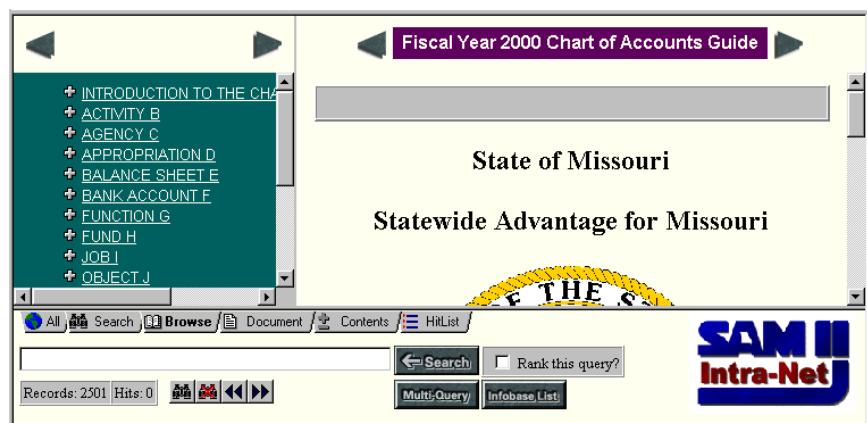
The next page is a “gateway” page. Only users on the Missouri State WAN are able to proceed from here.

Step 4. Click on the SAM II Intranet logo on this page to enter the Intranet.



Step 5. To access Chart of Accounts information, click on the **SAM II FY00 Chart of Accounts Guide** text. To access Policies and Procedures information, click on the **SAM II Policies and Procedures Manual**.


The next page is made up of panels. The left panel is the Table of Contents.



Step 6. Browse the Table of Contents using the scroll bars and the larger arrows at the top of the panel.

Step 7. Click on a topic in the Table of Contents to display that topic in the panel on the right side of the page.

Step 8. Use the scroll bar on the right side to browse the topic.

Notes: If a topic in the Table of Contents has a plus sign  next to it, you may “drill down” into the topic, refining your search by using sub-topics. To drill into a topic, click on the plus sign.

Finding Entries

Both the Policies and Procedures Manual and the Chart of Accounts Guide are very extensive. A search feature is offered to help you find information quickly.

This exercise demonstrates how to use the search feature to find information about vendor credit memos. You may use the search feature in this manner when reviewing both the Policies and Procedures and the Chart of Accounts.

Step 1. Use the steps above to open the SAM II Policies and Procedures Manual.

Step 2. In the *Search* field at the bottom of the page, enter the following (in quotes): ***“vendor credit memo”***.

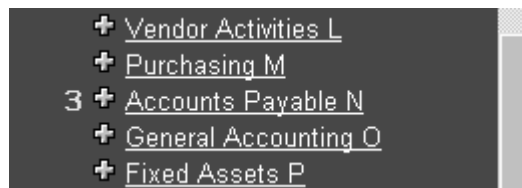


A screenshot of a search interface. It features a text input field containing the string "vendor credit memo" and a button to its right with a left-pointing arrow and the word "Search".

Note: Using the quotation marks limits the search to only those entries where all three words appear together. Without the quotation marks, the system would search for every instance of all three words (i.e., all the instances where the word “vendor” appears, all the instances where the word “credit” appears, and all the instances where the word “memo” appears).

Step 3. Click on the green *Search* button, and answer **Yes** to any warning messages that appear regarding secure connections.

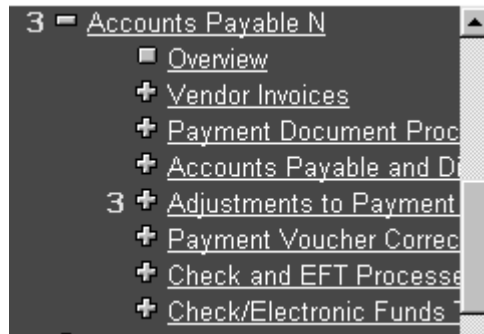
The web page will reload. The table of contents will display the number of instances the search parameters appear next to each topic. In our example, the words “vendor credit memo” appear three times in the ***Accounts Payable*** section.



A screenshot of a table of contents. The table has two columns: a list of topics with expandable plus signs, and a column showing the count of search results for each topic. The 'Accounts Payable' section is highlighted with a blue background and shows a count of 3.

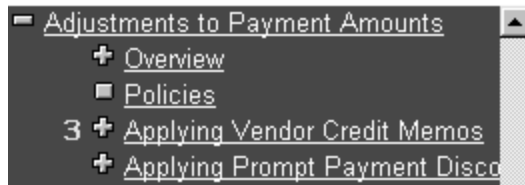
+ Vendor Activities L	
+ Purchasing M	
3 + Accounts Payable N	
+ General Accounting O	
+ Fixed Assets P	

- Step 4.** Click on the ‘+’ sign next to the *Accounts Payable* entry.



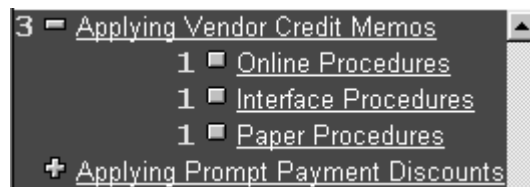
The words “vendor credit memo” appear three times in the *Adjustment to Payment Amounts* section.

- Step 5.** Click on the ‘+’ sign next to the *Adjustment to Payment Amounts* entry.



The words “vendor credit memo” appear three times in the *Applying Vendor Credit Memos* section.

- Step 6.** Click on the ‘+’ sign next to the *Applying Vendor Credit Memos* entry.



The words “vendor credit memo” appear once in each of the following sections: *Online Procedures*, *Interface Procedures*, and *Paper Procedures*.

- Step 7.** Click on the *Online Procedures* entry.

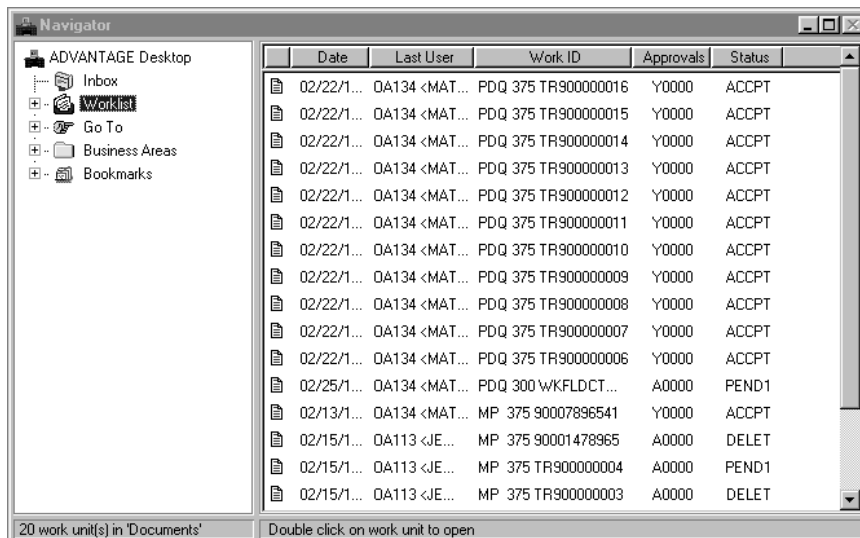
The document will appear in the left panel of the screen, with the words “vendor credit memo” highlighted.

Responsible Party	Action
Agency	1. Receive a vendor credit memo .

Appendix D: Using Workflow

Tips for using Workflow

- A red document icon in the far-left column of the worklist

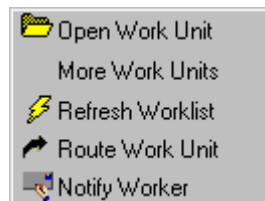


denotes a high priority item. A blue icon denotes a medium or low priority item.

- You can sort on any column in the worklist by clicking on the column header. Click once for an ascending sort or twice for a descending sort.



- Columns can be resized by placing your mouse pointer over the edge of the column header. Click and drag right or left to change the width.
- A document must be opened before it can be run or approved.
- Clicking the right mouse button in the worklist window gives you the same menu choices that appear in the **Actions: Worklist** pull-down menu.



Ad-Hoc Workflow

In addition to normal rule-based (automatic) routing of Work Units, Workflow offers the option of user-initiated routing and notifications. This functionality is useful both for informational purposes and to facilitate table updates and document processing. There are two types of ad-hoc workflow: e-mail with attachments and manual routing.

E-mailing with Attachments

This will be the most commonly used method of ad-hoc routing. Using this option facilitates document processing by enabling users to send processing instructions and verify table or document entries electronically. It can also expedite the table update process by eliminating the need for paper forms.

Sending a Table

When attaching SAM II tables, there are two options: proxy and non-proxy. Proxy can be considered a “snapshot” of the table and non-proxy a “link.” Although the text of the message you include with the table can be read from both the user’s SAM II Inbox and the user’s email application Inbox, the recipient can only view the table from their SAM II Inbox.


The proxy option is used when a particular user does not have the authority to update table entries. For example, if you wish to have a new vendor added to the Vendor table, but are not authorized to do so, you would fill out all the relevant information on VEN2 then send the “snapshot” of VEN2 to a user who is authorized to add vendors.

You may also send a non-proxy attachment of a table, for informational purposes. A non-proxy is a direct link to the table and will allow the recipient to view the table “real-time,” with any changes that may have occurred between the time it was sent and the time it was opened.

To send a table, follow the steps below:

Step 1. Proxy – Fill out the information on the table that you wish to send.

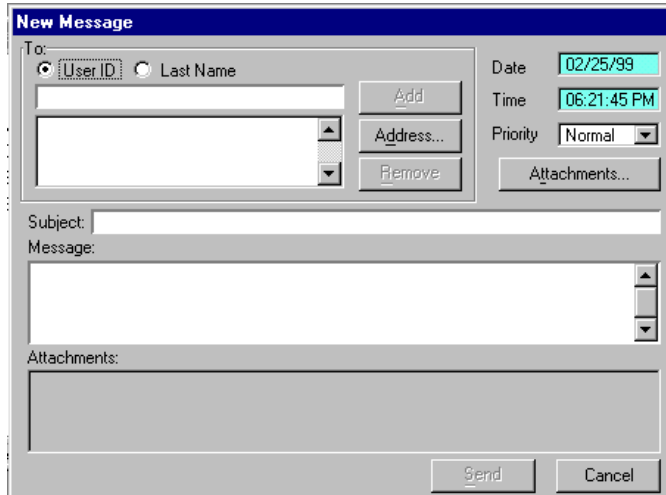
Non-proxy – Open the table you wish to send.

- Step 2.** Click on the envelope button in the bottom-left corner of the SAM II window. 

Your Inbox will open.

- Step 3.** With your Inbox open, select **Actions: Inbox: Send Message**.

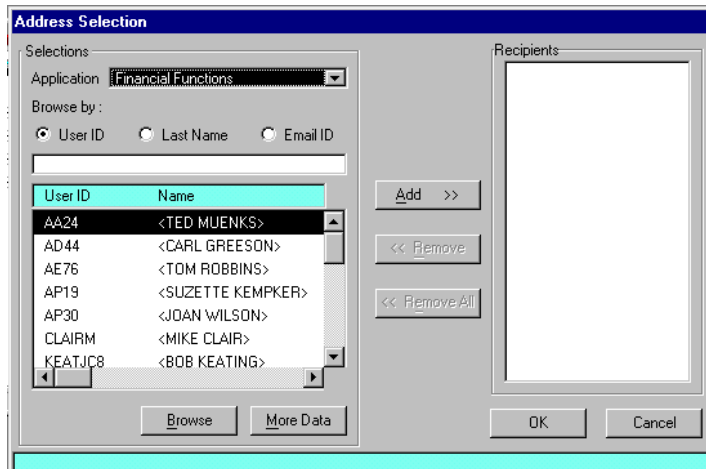
The New Message window will appear.



The "New Message" dialog box is shown. It has a title bar "New Message". Inside, there is a "To:" section with radio buttons for "User ID" (selected) and "Last Name". Below this is a text field and buttons for "Add", "Address...", and "Remove". To the right of the "To:" section are fields for "Date" (02/25/99), "Time" (06:21:45 PM), and a "Priority" dropdown menu set to "Normal". Below these is an "Attachments..." button. The main body of the dialog has a "Subject:" label followed by a text field, and a "Message:" label followed by a large text area. At the bottom is an "Attachments:" label followed by a list box. At the very bottom are "Send" and "Cancel" buttons.

- Step 4.** Click on the **Address** button to choose whom to send the message to.

The Address Selection window opens.



The "Address Selection" dialog box is shown. It has a title bar "Address Selection". On the left, there is a "Selections" section with a dropdown menu for "Application" (Financial Functions) and "Browse by:" radio buttons for "User ID" (selected), "Last Name", and "Email ID". Below this is a list box showing a table of users:

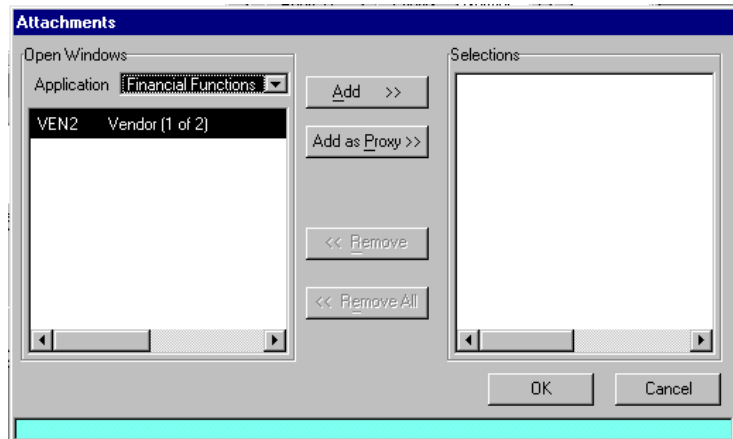
User ID	Name
AA24	<TED MUENKS>
AD44	<CARL GREESON>
AE76	<TOM ROBBINS>
AP19	<SUZETTE KEMPKER>
AP30	<JOAN WILSON>
CLAIRM	<MIKE CLAIR>
KEATJC8	<BOB KEATING>


Below the list box are "Browse" and "More Data" buttons. To the right of the list box are buttons for "Add >>", "<< Remove", and "<< Remove All". On the far right is a "Recipients:" section with a large empty list box. At the bottom are "OK" and "Cancel" buttons.


- Step 5.** You may browse the list of choices on the left by *User ID*, *Last Name*, or *Email ID*, depending on which radio button you select.

- Step 6.** Use the **Browse** and **More Data** buttons and the scroll bar to locate the user(s) you wish to send the message to.
- Step 7.** To select a user, highlight the user's entry and click the **Add** button. The user will be added to the *Recipients* list on the right. You may use the **Remove** and **Remove All** buttons to remove users you have previously selected.
- Step 8.** When you have finished adding recipients, click the **OK** button to return to the New Message window.
- Step 9.** From here, you may change the *Priority* using the drop-down list, add a *Subject*, and type a *Message*.
- Step 10.** To add your table, click on the **Attachments** button.

The Attachments window opens.



- Step 11.** From the list of *Open Windows* on the left, highlight the table you wish to send.
- Step 12. Proxy** – Click the **Add as Proxy** button. The selected table will appear in the *Selections* list on the right, with a Proxy icon. 

Non-Proxy – Click the **Add** button. The selected table will appear in the *Selections* list, with a normal table icon. 

- Step 13.** Click **OK** to return to the New Message window. Notice the icon(s) that now appear in the *Attachments* section.
- Step 14.** Click the **Send** button to send the message.

Sending a Document

You may use Workflow to send documents in the same way you send tables. For example, you may wish to send a document that is on hold to another user for review. Again, the recipients must use their SAM II Inbox to view any attachments. To send documents, open the document and do any additional processing desired (edit, hold, approve, run, etc.). Then, click on the envelope icon in the bottom-left corner of the SAM II window. From this point, follow the steps for sending a table.

Note: Documents are always real-time and therefore cannot be sent as proxies. You will always use the **Add** button in Step 12.

For Recipients

If you are the recipient of a message, open the message by double-clicking on it from your SAM II Inbox. If the message has attachments, view them by double-clicking on them in the message window. If you receive a Proxy table and wish to add the entry, open the attachment as you would any other, and make any additions, changes, or deletions using the **Modify** menu.

Note: Deleting a message off of the SAM II Inbox will delete the message from your regular email Inbox as well, and vice-versa. If you wish to save a copy, forward it to yourself via your regular email application.

Manual Routing

SAM II also offers the option of manually routing a Work Unit. If you have authorization, you may send a copy of any Work Unit in your worklist to someone else's worklist. The Work Unit will remain on both worklists until the status of the document is changed. If the Work Unit is changed, Workflow rules will be applied as soon as it is closed. The Work Unit will then be removed from both worklists and forwarded to the appropriate individual(s).

To manually route a Work Unit, follow the steps below:

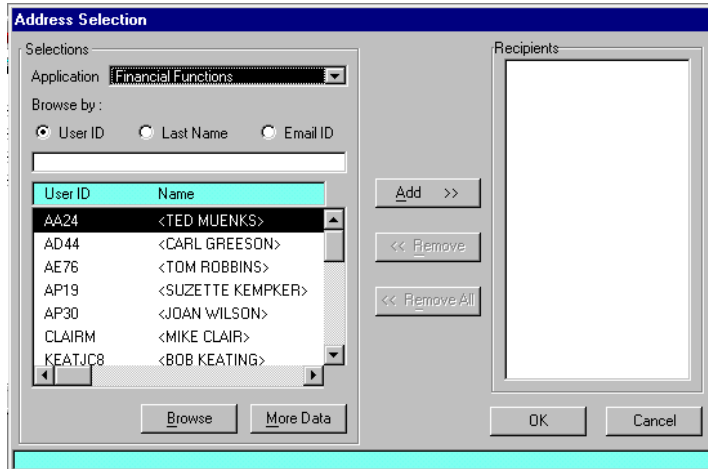
- Step 1.** Highlight the Work Unit you wish to route by right-clicking on it in your worklist.
- Step 2.** Select **Route Work Unit** from the menu that appears.

The New Route window will appear. Note that the ID of the Work Unit is displayed in the title bar of the window.

The screenshot shows a 'New Route' dialog box. The title bar contains the text 'New Route: PDQ 375' and 'PDQ 375 TR900000007'. The dialog is divided into several sections. On the left, under the 'To:' label, there are two radio buttons: 'User ID' (selected) and 'Last Name'. Below these are two empty text input fields. To the right of these fields are three buttons: 'Add', 'Address...', and 'Remove'. On the right side of the dialog, there are fields for 'Date' (02/26/99) and 'Time' (09:34:35 AM). Below these is a 'Priority' dropdown menu set to 'Normal' and a 'Notify' checkbox which is unchecked. At the bottom of the dialog, there are two large text areas labeled 'Subject:' and 'Message:'. The 'Message:' area is currently empty. At the very bottom of the dialog are two buttons: 'Send' and 'Cancel'.

- Step 3.** Click on the **Address** button to choose whom to send the message to.

The Address Selection window appears.



- Step 4.** You may browse the list of choices on the left by *User ID*, *Last Name*, or *Email ID*, depending on which radio button you select.
- Step 5.** Use the **Browse** and **More Data** buttons and the scroll bar to locate the user(s) you wish to send the message to.
- Step 6.** To select a user, highlight the user's entry and click the **Add** button. The user will be added to the *Recipients* list on the right. You may use the **Remove** and **Remove All** buttons to remove users you have previously selected.
- Step 7.** When you have finished adding recipients, click the **OK** button to return to the New Message window.
- Step 8.** From here, you may change the *Priority* using the drop-down list.
- Step 9.** (Optional) If you wish to attach a text email message to the Work Unit, check the **Notify** check box.
- Step 10.** (Optional) Checking the **Notify** option will allow you to enter both a *Subject* and a *Message*.

Note: If you use the **Notify** option, the message will show up in the recipient's Inbox and the Work Unit will show up in their worklist.

Step 11. Click the **Send** button to send the Work Unit.

Note: The copy of the document that you manually route can be worked on by the recipient only if they have update authority for that particular Work Unit.

Tracking Work in Progress (TWIP)

SAM II will allow authorized users to check on the status of a Work Unit. Users who have the Document ID and required security will be able to view information about the Work Unit. More detailed logging of activity will be available to the Workflow System Administrators.

To track work in progress, follow the steps below:

Step 12. Using the Go To window, open the Batch/Document entry window for the document type you wish to track.

Step 13. Enter the agency and Document ID in the *Document ID* field and select the **Open** radio button.

The screenshot shows a dialog box titled "Batch / Document Entry". It contains several input fields and controls:

- Document Type:** A dropdown menu currently showing "Payment Voucher".
- View by:** A section with two radio buttons, "Name" (selected) and "Code".
- Batch ID:** An empty text input field.
- Organization:** An empty text input field.
- Document ID:** Two text input fields containing "300" and "WKFL0000001".
- Automatic Document Numbering:** An unchecked checkbox.
- Action Buttons:** Three radio buttons labeled "New", "Open" (which is selected and highlighted with a dashed border), and "Scan".
- Navigation:** "OK" and "Cancel" buttons at the bottom.

Step 14. Click **OK** to open the document.

Step 15. Select **Edit: Track Work in Progress** from the pull-down menus.

The Work Unit Status window opens

Stage	Rule Name	R/N	Destination	Assigned	Completed
▶ TEST STAGE				03/12/1999	In Progress

Header Information: The header has several fields that contain information pertaining to the document and it's last rule-based route. It will list the *Work Type* (document type), submitting *Agency*, *Identifier* (document ID), *Current Status*, *Approval Status*, and *Last Route* information, including when it was last routed and to whom it has be assigned. It will also give Workflow-specific information that is helpful for administration of Workflow, such as the Current Stage and *Rule Name* that was responsible for the last route.

Detail Information: This section will give details on all the activity of the document. It will list the Workflow *Stage* and *Rule Name* followed by an **R** or **N** (for Route or Notify), the *Destination*, date, and status.

Clicking the **Summary** button will display header information only. Checking the **Notifications** check box will display notification details. The **Refresh** button refreshes the screen. The **Close** button closes the Work Unit Status window and returns you to the document.

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Introduction to Document Processing

Course Goals

The goals for this course are for you to:

- Become familiar with the parts of a document window.
- Learn how to create documents.
- Learn how to edit and run documents.
- Learn how to create, view, and access documents using the SAM II Document Listing (SUSF).

Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will use your own user ID in Production.

Course Overview

This course covers the following topics

- Document Overview
- Creating a Document
- Processing a Document
- Using the Document Listing (SUSF)
- Additional Document Processing Concepts

Document Overview

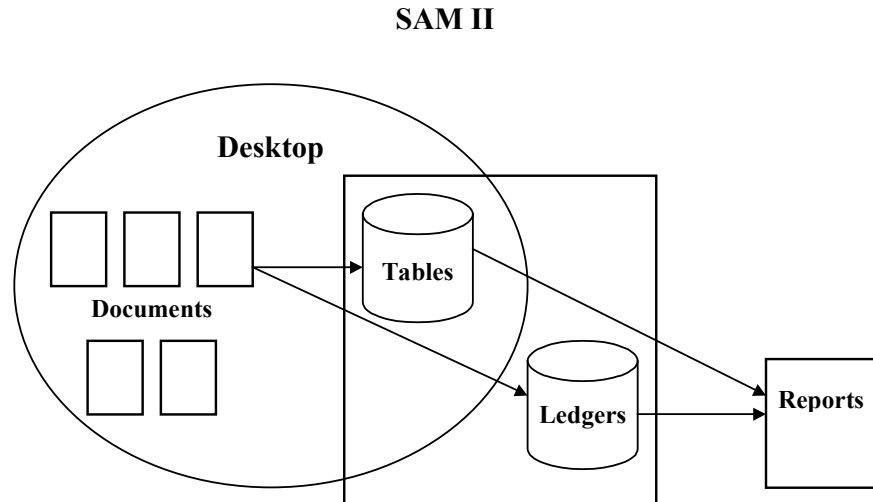
Topic Objectives

After completing this topic, you will:

- Understand the role documents play in the SAM II system.
- Understand the document processing cycle.

System Structure

The following diagram illustrates the structure of how SAM II is organized:



In SAM II, ***Documents*** are entered using the Desktop to record financial and purchasing events that update database ***Tables*** that can be viewed on-line. In addition, documents write to off-line ***Ledgers***. ***Reports*** are generated by pulling information from tables and ledgers.

Documents

As you may recall from the *Introduction to SAM II* class, SAM II uses information from both tables and documents to process data and record financial and purchasing events. A table is an organized list of records or information. Tables are used primarily for reference and inquiry, and contain valid codes, system options information, and document information. A document is a record of a financial event. Documents are used to update information on tables.

Documents are typically more extensive than tables. A single document may reference many different tables. In addition, the information on documents is often calculated and checked by the system. Finally, because documents reflect financial events and transactions that are occurring, they sometimes need to be approved before they are recorded in the database.

Each document classification has a transaction code that identifies it. For example, **PDQ** is the transaction code for the Quick Decentralized Purchase Order document. When you create a document you must name it by giving it a Document ID consisting of the two- or three-character transaction code, an agency code, a prefix (where applicable), and a numeric ID number.

The document ID provides a unique identifier for the record that the system can easily access and refer to during processing and future queries. The document ID and document numbering will be covered in detail later in this class.

Document Processing Cycle

The processing that SAM II performs on documents is different from the processing used on tables. The document processing cycle in SAM II allows you to suspend your activities if necessary. The document processing cycle proceeds as follows:

- Create and open the document using the Batch/Document Entry window
- Add required information to the document
- Check for processing errors
- Correct any processing errors (if necessary)
- Submit the document for approval (if necessary) and run the document to update the database

Creating a Document

Topic Objectives

After completing this topic, you will:

- Know how to create and open any SAM II document.
- Understand the parts of a SAM II document.
- Understand how to navigate within a document.
- Understand how to add information to a document.

Introduction to Document Processing

Documents are used to record information about financial and purchasing events. For example, purchasing a new piece of equipment is an event that can be initiated using a purchase order document.

Once a document is created, it is stored in a table called the Document Listing (SUSF). SUSF is a special holding area that accepts documents from all workstations connected to the system.

The system validates the data entered in the documents on the Document Listing (SUSF) and either accepts or rejects them. Accepted documents cause updates to the database and remain in the Document Listing (SUSF) for the remainder of the day. During this time, accepted documents can be reviewed but cannot be changed.

Rejected documents are stored in the Document Listing (SUSF) with their associated error messages. The documents remain on SUSF until they are both corrected and accepted, or deleted. Because the processing on these documents has been suspended, the Document Listing (SUSF) is sometimes referred to as the "Suspense File."

Starting a Session

After the SAM II application is set up on your PC, you will see the SAM II Desktop icon. Begin your session by signing on as follows:

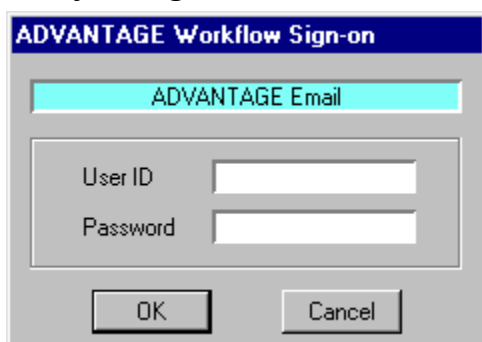
- Step 1.** Double-click the SAM II Desktop icon. The Sign-on window appears.

Desktop Sign-on Window



- Step 2.** Using all caps, type your user ID in the *User ID* field.
- Step 3.** Press **Tab** to enter your password in the *Password* field (using all caps), then click **OK** or press **Enter**. The ADVANTAGE Workflow Sign-on window appears.

Workflow Sign-on Window



- Step 4.** Enter the email ID provided by the instructor in the *User ID* field.

Note: In production, you will enter your email user ID and password the first time you log in to SAM II. Depending on the setup in your agency, you may not have to enter this every time you log in.

- Step 5.** Click **OK**.

Accessing Document Windows

There are three ways to create new documents in SAM II. These are:

- The Go To window
- Business Areas and Business Functions
- The Document Listing (SUSF)

As you learned in the *Introduction to SAM II* course, you may access any table or document type in SAM II using the Go-To window. This course will concentrate on using the Business Areas and Business Functions. Using the Document Listing to access and create new documents will be discussed later in this course.

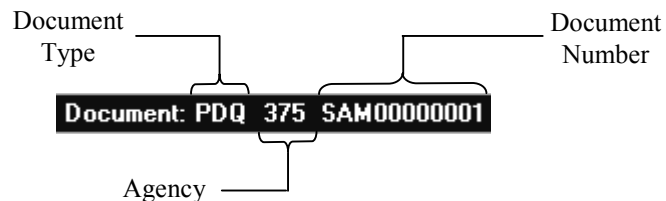
Creating a Document

One of the many types of documents that can be processed in SAM II is the Quick Decentralized Purchase Order (PDQ). We will be using the PDQ as an example in this class. However, the concepts covered in this class apply to all SAM II documents.

Document Numbering

When you create a document you must name it by giving it a unique Document ID. The Document ID consists of the document type (PDQ, for example), an agency code, and a unique document number. All three of these pieces are necessary in order to differentiate a document from others.

Example Document ID



This Document ID provides a unique identifier for the record that the system can easily access and refer to during processing and future inquiries.

Automatic Document Numbering

If you enable the ***Automatic Document Numbering*** box on the Batch/Document Entry window, SAM II will automatically generate a unique document number. Automatic document numbering should be used for most documents.

A prefix may also be entered if using automatic document numbering. A prefix can be used to easily identify documents belonging to various state agencies and organizations. For example, the Department of Mental Health uses prefixes on documents to differentiate between the various DMH facilities across the state.

Creating a New Document using Automatic Document Numbering

As an example, suppose you want to purchase office supplies for your agency (375) and organization (1375) by creating a PDQ document. Complete the following steps to create a new document:

- Step 6.** From the ***Purchase Order Processing*** Business Area, open the **Decentralized Purchase Order** Business Function.
- Step 7.** Click on the ***PDQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Decentralized Purchase Order*** automatically selected in the *Document Type* field.

The Batch/Document entry window will appear every time you create a new document of any type. Note that you can scroll through the *Document Type* list to see the different documents that are available. The following table discusses the various fields and options on the Batch/Document Entry window. Familiarize yourself with these fields and options—they will be used throughout the training.

Field/Option	Description
Document Type (Drop-down List)	Displays the document type being created. Use the drop-down list to create documents of different types.
View by: Name/Code (Radio Buttons)	Select to view the <i>Document Type</i> list by either the full document name or the 2- or 3-character document code.
Batch ID	The <i>Batch ID</i> field is used to assign a Batch ID when processing documents in a batch. Leave blank if a batch is not being used.
Organization	Used for security edits. Enter your organization code in this field.
Document ID	A required field composed of two elements: the agency code and the document number. These two pieces, along with the document type, make up the entire unique document ID.

Automatic Document Numbering	Select this checkbox to have the system assign a unique document number.
New/Open (Radio Buttons)	Select New if creating a new document. Select Open if opening an existing document.
OK/Cancel (Push Buttons)	Click OK to access the document window. Click Cancel to exit the Batch/Document Entry window without accessing a document window.

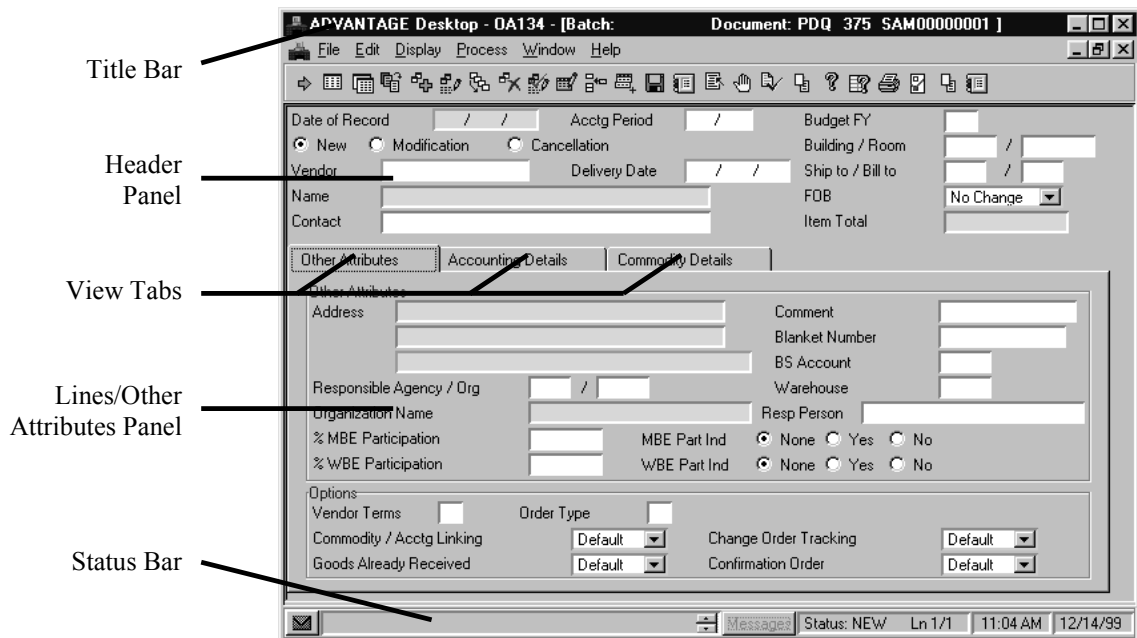
- Step 8.** Enter **1375** in the *Organization* field.
- Step 9.** Enter **375** (the agency) in the first section of the *Document ID* field and the prefix **SAM** in the second section.
- Step 10.** Select **Automatic Document Numbering**. The system will automatically assign your document a unique number.

- Step 11.** Select **OK**. The PDQ window appears.

Parts of a Document Window

A document window typically contains the following information:

- **Title Bar:** Includes the document ID and the batch ID (if applicable).
- **Header Panel:** Displays information that applies to the document as a whole (e.g., vendor number, vendor name, document total).
- **Document View Tabs:** Different views of documents are often available to group particular kinds of information together. To see another view, click on the tab in the middle of the document window. Not all documents have multiple views.
- **Lines/Other Attributes Panel:** Contains details for each item, such as the item's cost and an item description. Information about each item appears on a separate line. Many lines can be inserted into a single document and can be scrolled if you need to record more items than can be shown at once.
- **Status Bar:** Displays information about document processing. The status bar displays the document status and error message information. The status bar will be discussed in detail later in this class.



Document Statuses

In the status bar there is a *Status* field, which displays the status of the document displayed. The most common statuses in SAM II are:

- **ACCPT**: Document has been accepted by SAM II. A document does not update any tables until it is in an accepted status.
- **REJCT**: Document has errors, and has been rejected by SAM II.
- **DELET**: Document has been deleted, and will be removed during nightly processing.
- **HELD**: Document is on hold.
- **SCHED**: Document is scheduled to process during nightly processing.
- **PEND#**: Document is awaiting approval, where # indicates the required level of approval (1, 2, 3, 4, or 5). For example, a document with a status of **PEND3** is awaiting a third level approval.

Menu Options

In addition to the above, the following menu options are added to the menu bar.

- The **Edit** menu allows you to make changes specific to the document. **Edit** menu document options are discussed below.
- The **Process** menu allows you to edit, run, schedule, approve and unapprove a document. **Process** menu document options are discussed later in this class.
- The **About Document** option appears on the **Help** menu. This option displays the document type, organization, document ID, and batch ID (if applicable).
- The **Display** menu also appears; however, many of the options are only active if you are creating a batch or using the Document Listing (SUSF).

Adding Information to Documents

To add information to a document, place your cursor in the field in which you want to enter data and type the data.



Navigating Through a Document

- Use the mouse to place your cursor in any field on the document.
- Use the **Tab** key to move the cursor forward one field.
- Use the **Shift+Tab** keys to move the cursor back one field.
- If an entry fills a field completely, SAM II automatically moves the cursor to the next field.
- Click on the view tabs to access different document views.

Note: When using **Tab** and **Shift+Tab**, the cursor may not always move in a strict left-to-right or right-to-left order. The cursor will move in a functional order that groups similar fields together in a sequence.

Edit Menu Commands

The **Edit** menu is a useful aid in both document navigation and data entry. The following table discusses some of the useful commands from the **Edit** menu. Note the toolbar button and keyboard shortcuts.

Use....	To....
Insert Line After (CTRL+F) 	Insert a line after the selected line.
Insert Line Before (CTRL+B)	Insert a line before the selected line.
Remove Line (CTRL+R)	Remove the selected line from the document.
Copy Line (CTRL+Y) 	Copy the selected line and insert the copy after the line.
Go To Line... (CTRL+G)	Display a specific line, by number.
Cut (CTRL+X)	Remove an entry from a field on the document. The data that is “cut” is placed on a “clipboard” and made available to be “pasted” into another document or table field.

Copy (CTRL+C)	Copy an entry from a field on the document. The copied data is placed on a “clipboard” and made available to be “pasted” into another document or table field.
Paste (CTRL+V)	Enter information that was cut or copied into the field that the cursor is in.
Select All (CTRL+A)	Select all of the lines of a document.
Deselect All (CTRL+D)	Deselect all selected lines.
Save Defaults (CTRL+S)	Save the data in a document as default data that can be used in subsequent documents of the same type.
Load Defaults (CTRL+L)	Load the data that was previously saved using Save Defaults into a document of the same type.

Note: Rather than using the **Edit: Insert Line After** command from the menus, you can simply press the **Enter** key to add a blank new line to your purchasing, payment and revenue documents in SAM II, as long as you haven’t yet done the **Process: Edit** command.

Using the skills you have just learned, continue with the exercise to create the PDQ document.

Step 12. Enter the following information in the Header and *Other Attributes* view of your blank PDQ document:

Vendor: **0428961270 0**

Delivery Date: **Provided by Instructor**

Ship To: **L01**

Bill To: **L01**

FOB: **Destination**

Responsible Agency / Org: (Agency Defaults) / **1375**

Resp Person: **Enter your name**

Step 13. Click on the **Accounting Details** tab. The *Accounting Details* view appears. Enter the following information:

Line: **01**

Fund: **0101**

Agency: **375**

Org/Sub: **1375**

Appr Unit: **2442**

Obj/Sub: **2166**

Step 14. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: **001**

Commodity Code: **20730**

Unit of Measure: Use the **Help: Find Code** feature to select the code for **Case**

Quantity: **10**

Unit Cost: **96.00**

Step 15. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: **002**

Commodity Code: **20625**

Unit of Measure: **EA**

Quantity: **5**

Unit Cost: **3000.00**

Copying, Inserting, and Removing Lines

Included in the status bar of a document is a line counter.



The line counter refers to the Lines panel of your document, and tracks both the current selected line and the total number of lines. For example, if the line counter displays **Ln 3/7**, the document currently has a total of seven lines, and the third line is selected.

Note: Due to the use of the scroll bars to navigate among several lines, **the selected line may not always be the line that is currently displayed in the window.** Selected lines are outlined by a large black box.

Unselected Line

 A screenshot of a dialog box titled 'Unselected Line'. It has three tabs: 'Other Attributes', 'Accounting Details', and 'Commodity Details'. The 'Commodity Details' tab is active. It contains fields for 'Line' (001), 'Commodity Code' (20730), 'Item Code', 'Unit of Measure' (CS), 'Accounting Line', 'Text' (None), and 'Description'. On the right, there are fields for 'Amount', 'Quantity' (10), 'Unit Cost' (96.00), and 'Total Cost'. There are also radio buttons for 'Def / Inc / Dec' and 'Revalue Previously Received Items' (Yes, No, None).

Selected Line

 A screenshot of a dialog box titled 'Selected Line'. It has three tabs: 'Other Attributes', 'Accounting Details', and 'Commodity Details'. The 'Commodity Details' tab is active. It contains fields for 'Line' (001), 'Commodity Code' (20730), 'Item Code', 'Unit of Measure' (CS), 'Accounting Line', 'Text' (None), and 'Description'. On the right, there are fields for 'Amount', 'Quantity' (10), 'Unit Cost' (96.00), and 'Total Cost'. There are also radio buttons for 'Def / Inc / Dec' and 'Revalue Previously Received Items' (Yes, No, None).

When copying, inserting, and removing lines, SAM II will perform the action on the selected line according to the line counter. To select a line, scroll to it using the up and down arrow keys on your keyboard, or click anywhere in the line after scrolling to it using the scroll bar.

Copy a Line

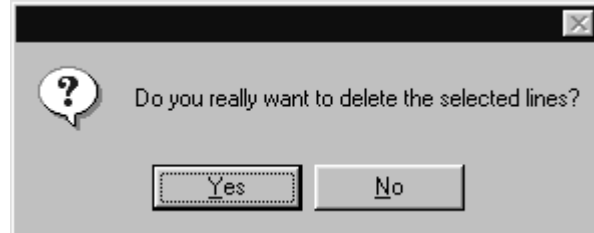
To copy a line, select the line you wish to copy and select **Edit: Copy Line** from the pull-down menus. The copied line is inserted into the document immediately after the selected line.

- Step 1.** Select the second line on your PDQ document. Verify that the line counter displays ***Ln 2/2***.
- Step 2.** Select **Edit: Copy Line**. An identical line appears below the highlighted line. Note that the line counter now displays ***Ln 3/3***.

Remove a Line

To remove a line, select the line(s) for deletion and select **Edit: Remove Line** from the pull-down menus. All lines that are currently selected are deleted from the document.

- Step 3.** Select the third line on your PDQ document (the line you just added with the **Copy** command). Verify that the line counter displays ***Ln 3/3***.
- Step 4.** Select **Edit: Remove Line**. A window will appear asking you if you really want to delete the selected lines.



- Step 5.** Select **Yes**. The line is removed from the document.

Processing a Document




Topic Objectives




After completing this topic, you will:

- Know how to edit documents for errors.
- Know how to find and correct errors in a document.
- Understand how to use the various options in the **Process** menu.

Process Menu Commands

Up to this point, no changes have occurred to the data in the SAM II database. Although you have created a purchase order, the document has not been processed. The **Process** menu is used to perform all document processing. The following table discusses each of the options available under the **Process** menu. Note the toolbar button and keyboard shortcuts.

Use....	To....
Edit (F7) 	Check a document for errors without updating the database. The system saves the document to the Document Listing (SUSF).
Run (F8) 	Process a document, which shows you immediately whether it was accepted. When you use Process: Run , SAM II performs all the same checks as when you choose Process: Edit . However, if the document is error-free and has passed all approvals, the document will be accepted and the database will be updated.
Schedule (F6) 	Register your document for processing during the nightly cycle.
Queue	The State of Missouri does not use this option.

Hold (F11)		Place a document that is not ready to be processed on hold (the document is saved to the Document Listing). You can retrieve the document later and make any changes before processing. Held documents are not processed during offline processing.
Save (F2)		Save a document and store it on the Document Listing (SUSF) in a scheduled status (SCHED).
Verify		The State of Missouri does not use this option.
Copy Document...		Open the Copy Document window to create a new document using the selected document as a template.
Approve (F12)		Approve the selected batch/document.
Unapprove (Shift+F12)		Unapprove the selected batch/document.
Display Approvals (Shift+F2)		Show the approvals applied to the selected batch/document.
Override (ALT+F12)		Override any overrideable error messages on the document.
Remove Overrides (ALT+V)		Remove any overrides previously applied to the document.
Delete (F9)		Mark the selected batch/document for deletion.
Undelete (CTRL+U)		Undelete the selected batch/document.

Editing Documents

Editing is a data verification mechanism. It gives you a chance to correct any errors that may have been entered in the document.

After you have entered some or all of the data into your document, you can find out whether it is ready to process by selecting

Process: Edit. The system adds the document to the Document Listing (SUSF) and edits the document against SAM II reference tables. When the **Edit** command is selected, SAM II checks the document for the following:

- Internal consistency—system-calculated values on the document are checked against user-supplied values on the document.
- Validity of the data in particular fields. For example, the value entered in the *Vendor* field is checked to ensure that it is a valid value on the Vendor table.
- Availability of funds. For example, the system checks that money is available for the purchase order you are submitting.
- Status of approvals. After all necessary error messages are corrected some documents require approvals before further processing can be done.

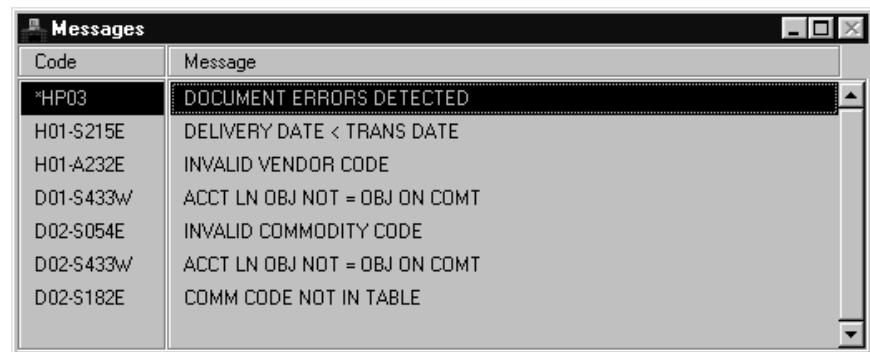
Once the system has checked the data, messages appear in the status bar indicating whether the document contains errors. If there are no errors, the document is ready for approvals and final processing (the **Run** command). If the document contains errors, the errors are listed.

Status Bar and Error Messages

Informational and error messages reside on the status bar in the leftmost field. Sometimes several messages appear in the status bar. The first message is displayed, along with the total number of messages. You can scroll through the list of messages and see each one individually using the small up and down arrow buttons to the right of the messages, or you can click on the **Messages** button to view multiple messages in the Messages window.



Messages Window



Message Prefixes

When SAM II detects errors within a document, messages with two types of prefixes can be returned: **H** and **D**.

Header Errors

A message that begins with an **H** indicates that the error received applies to something in the Header, *Other Attributes*, or *Accounting Details* view of the document.

Detail Errors

A message that begins with a **D** indicates that the error received applies to one of the detail lines on the document. A 2 or 3 digit number follows the **D**. This number indicates the line number where the error can be found. Note that the 2 or 3 digit number refers to the line number according to the line counter in the status bar, not necessarily the user assigned line number. For example, a message beginning with **D04** corresponds the fourth detail line.

Message Suffixes

When SAM II detects errors within a document or table, messages with three types of suffixes can be returned: **E**, **O**, and **W**.

Hard Errors

A message with an **E** as the suffix is a hard error. This means that processing of the document or table will not continue until you correct these errors.

Overrideable Errors

A message with an **O** as the suffix indicates an overrideable error. Depending on your security profile, you may or may not have the ability to override this error and allow processing to continue.

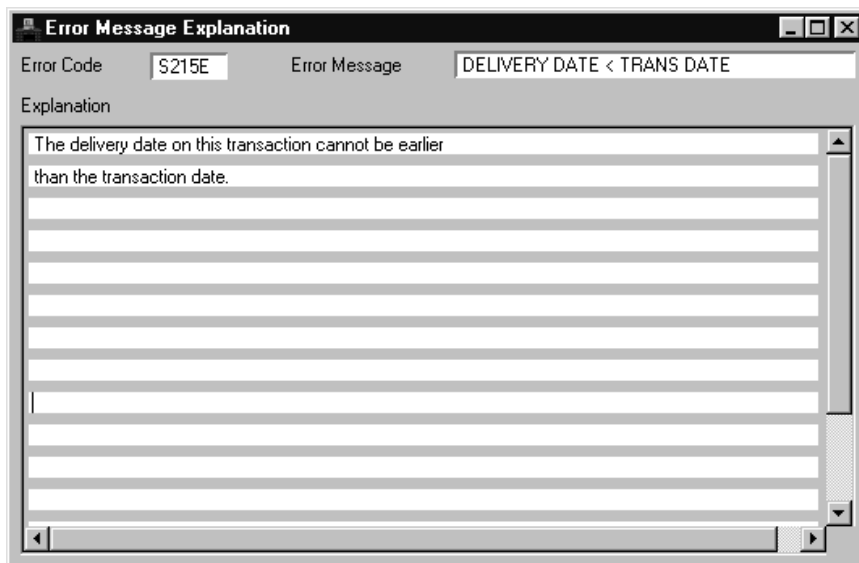
Warning Messages

A message with a **W** as the suffix indicates a system warning message. These messages are notifications and informational messages for your benefit. Processing can continue even if no action is taken.

Extended Error Messages

If you need more information about a particular message listed in the Messages window, double-click the message. The Error Message Explanation window appears, offering a detailed description of the error and how to correct it.

Error Message Explanation Window



Using the skills you just learned, continue with the exercise following the steps below:

- Step 1.** Edit the document by selecting **Process: Edit**.
- Step 2.** Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive.
- Step 3.** After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message “READY FOR APPROVAL 1.”

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = *ACCPT*). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your PDQ document now has a status of *PEND1*, meaning the document is ready for the first level of approval.

Approve your PDQ

- Step 4.** To approve your PDQ, select **Process: Approve**.

Note that the status of the document changed to *SCHED* (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your PDQ

- Step 5.** To run your PDQ, select **Process: Run**.

Note that the status of the document changed to *ACCPT* (accepted). **A status of *ACCPT* indicates that the database has been updated.**

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Exercise: Enter and Process a PDQ

Using the skills you've just learned, enter a Quick Decentralized Purchase Order (PDQ) using the following criteria:

Vendor: 0403901300 0

Delivery Date: Today's Date

Ship To: L01

Bill To: L01

FOB: Destination

Fund: 0101

Agency: 375

Organization: 1375

Appropriation Unit: 2442

Object: 2166

Line 001

Commodity Code: 20674

Unit of Measure: Each

Quantity: 1

Unit Cost: 800.00

Line 002

Commodity Code: 60061

Unit of Measure: Each

Quantity: 5

Unit Cost: 150.00

Using the Document Listing (SUSF)

Introduction

The Document Listing (SUSF) is a record of all the documents that are occurring in SAM II. The Document Listing allows you to review documents in the system and/or work on several documents at one time. Although SUSF stores documents of all statuses, accepted (*ACCPT*) and deleted (*DELET*) documents are removed from the Document Listing every evening.

The Document Listing (SUSF)

The screenshot shows the 'Document Listing' window with the following data:

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			MP	375	TR900000002	DELET	A0000	02 15 99
			MP	375	TR900000003	DELET	A0000	02 15 99
			MP	375	TR900000004	PEND1	A0000	02 15 99
			MP	375	90001478965	DELET	A0000	02 15 99
			MP	375	90007896541	ACCPT	Y0000	02 13 99
			MP	605	TRMODOT3	ACCPT	Y0000	06 13 99
			MP	605	TR900000005	ACCPT	Y0000	04 17 99
			MP	650	TR900000006	PEND1	A0000	04 27 99
			MW	375	TRPVQ90061	ACCPT	Y0000	06 09 99
			MW	375	TR000142536	ACCPT	Y0000	05 16 99

Buttons at the bottom: New ..., Open, Browse, More Data, Refresh, New Selection ..., Clear Selection

Document Listing Fields

The following tables list all of the fields on the Document Listing (SUSF) and a brief description of their uses:

Header Area Fields

Field Name	Description
Organization	Conditional. Enter the organization to be associated with the document you wish to create or open, if required for your security profile.
Batch ID	Optional. You may specify a batch to be listed by specifying a batch ID.
Document ID	Optional. You may specify the first document ID to be listed by specifying a document ID.
Status	Optional. You may limit the list of documents by specifying a document status. If no value is entered, documents with all statuses will be displayed.
Process Date	Optional. You may limit the list of documents by specifying a process date. Only documents with the process date you entered will be displayed.

List Area Fields

Field Name	Description
Batch Type	Display only. The transaction code used to identify the batch is displayed.
Batch Agency	Display only. The agency to which the batch belongs is displayed.
Batch Number	Display only. Unique identifier for the record that the system can easily access and refer to during processing and future queries.
Doc Type	Display only. The code used to identify the document type is displayed.
Doc Agency	Display only. The agency of the document is displayed.
Doc Number	Display only. The number of the document is displayed.
Status	Display only. The status of the suspended document is displayed.
Approvals	Display only. The required approval levels and statuses of the document are displayed.
Last Date	Display only. The last date that the document was updated is displayed.
Last user	Display only. The identification number of the last user to update the document is displayed.
Process Date	Optional. Enter a date to schedule future processing for the document or batch of documents. Note: SAM II users can enter the process date only by selecting the field and pressing the Escape key. After the new date has been entered, select the Change Date command from the Process menu.

Note: Use of the *Process Date* option has not yet been authorized for state agencies.

Document Approval Levels

The number of approval levels required and their current status will be displayed in the *Approvals* field on both the Document Listing (SUSF) and your worklist. The *Approvals* field has five characters, each representing one of the five available approval levels. The table on the next page explains the meaning of the various values you will see in the *Approvals* field.

Value	Description
<i>0</i>	The approval level is not required, or the document is not yet ready for approval.
<i>A</i>	The approval level is required and has not been applied (still pending).
<i>Y</i>	The approval level is required and has been applied.

The following table contains some examples of what you might see in the *Approvals* field, along with their meanings and possible document statuses.

Approvals Value	Description	Status
<i>00000</i>	No approvals required, or document is not yet ready for approval.	<i>SCHED</i> , <i>REJCT</i> , or <i>ACCPT</i>
<i>AA000</i>	Document requires two levels of approval. Neither has been applied.	<i>PEND1</i>
<i>YAA00</i>	Document requires three levels of approval. Level 1 has been applied.	<i>PEND2</i>
<i>YY0A0</i>	Document requires three levels of approval. Approvals 1 and 2 have been applied. Approval level 4 is still pending.	<i>PEND4</i>

Approval Levels and Orders

Users may have one or multiple levels of approval. If a user with multiple approval levels applies an approval to a document, all the approval levels that user holds are applied. For example, if a document requires 4 levels of approval (*AAAA0—PEND1*), and a user authorized for levels 1-3 applies approval to the document, the document will enter a *PEND4* status (*YYA0*).








Approvals do not have to be applied in sequential order. For example, if a document requires 4 levels of approval (*AAAA0—PEND1*), and a user authorized for only level 3 applies approval to the document, the document will remain in a *PEND1* status, although the approvals required will change (*AAYA0*).

Methods for Processing

The pull-down menus and buttons associated with the Document Listing let you perform a number of tasks. The main types of tasks are as follows:

- entering and processing batches or documents in SAM II
- reviewing batches or documents that have been entered into SAM II
- scanning for specific batches or documents in SAM II

You can use the Document Listing buttons to perform the following actions:

Use....	To....
	Create a new batch/document.
	Open an existing (selected) batch/document (documents marked for deletion cannot be opened—they must be undeleted first).
	Display a list of documents according to specific criteria.
	Display the next set of documents in the list.
	Display the current list of documents again (to see changes in a document's status).
	Open the Document Selection window, where you can specify detailed search criteria.
	Clear the current Document Selection choices

You may also use the **Process** menu to perform various actions on the selected document, including processing, copying, approving, and deleting/undeleting.

Creating a Document from the Document Listing (SUSF)

In addition to using the Go To window and the Business Areas/Functions, it is also possible to create a new document from the Document Listing:

- Step 1.** Using the Go To window, open the Document Listing (SUSF).
- Step 2.** Enter **PDQ 375 SAM** in the *Document ID* field and **1375** in the *Organization* field in the header area of SUSF:

The screenshot shows the 'Document Listing' window. At the top, there are input fields for 'Batch ID', 'Document ID' (containing 'PDQ 375 SAM'), 'Organization' (containing '1375'), and 'Process Date'. Below these is a table with columns: Batch Type, Batch Agency, Batch Number, Doc Type, Doc Agency, Doc Number, Status, Approvals, and Last Date. The table contains several rows of document entries. At the bottom, there are buttons: 'New ...', 'Open', 'Browse', 'More Data', 'Refresh', 'New Selection ...', and 'Clear Selection'.

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			AL	I01	1099-SETUP	ACCPT	Y0000	11 29 99
			AL	010	SETUP0Q2	ACCPT	00000	01 06 99
			AL	010	SETUP0S2	ACCPT	00000	01 06 99
			AL	010	SETUP0T2	ACCPT	00000	01 06 99
AL	010	CATEST				ACCPT	00000	06 13 99
AL	010	CATEST	AL	010	ALCATEST001	PEND1	A0000	06 13 99
AL	010	CATEST	AL	010	CATEST002	PEND1	A0000	06 13 99
AL	010	CATEST	AL	010	CATEST003	REJCT	00000	06 13 99
AL	010	CATEST	AL	010	CATEST004	REJCT	00000	06 13 99
AL	010	CATEST	AL	010	CATEST005	REJCT	00000	06 13 99

- Step 3.** Click on the **New** button at the bottom of the SUSF window. The Batch/Document Entry window appears with the document information entered on SUSF.

The screenshot shows the 'New Document/Batch' window. It has a 'Document Type' dropdown menu set to 'Quick Decentralized Purchase Order'. To the right, there are radio buttons for 'View by' with 'Name' selected and 'Code' unselected. Below this, there are input fields for 'Batch ID', 'Document ID' (containing '375'), and 'Organization' (containing '1375'). There is a checkbox for 'Automatic Document Numbering' which is unchecked. Below that are radio buttons for 'New' (selected) and 'Open'. At the bottom are 'OK' and 'Cancel' buttons.

Step 4. Select *Automatic Document Numbering*.

Step 5. Click **OK**.

The new document window is displayed.

Step 6. Close the document by clicking on the **[X]** in the upper-right corner of the document window.

Note: This method can be used to create any document, based on the document type entered in the SUSF header area.

Reviewing Documents from the Document Listing (SUSF)

The Document Listing (SUSF) shows the status of all documents. Documents with statuses of **REJCT**, **SCHED**, **PEND#**, or **HELD** can be retrieved from SUSF for editing and approval.

When the document ID of the document you wish to review is known, it can be retrieved using the following method:

Step 1. Enter the document ID of the PDQ you created earlier in the *Document ID* fields in the header area of SUSF.

Batch ID	Document ID	Organization	Status	Process Date
	PDQ 375 SAM00000001			/ /

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			AL	101	1099-SETUP	ACCPT	Y0000	11 29 99
			AL	010	SETUPQ2	ACCPT	00000	01 06 99
			AL	010	SETUP0S2	ACCPT	00000	01 06 99
			AL	010	SETUP0T2	ACCPT	00000	01 06 99
AL	010	CATEST				ACCPT	00000	06 13 99
AL	010	CATEST	AL	010	ALCATEST001	PEND1	A0000	06 13 99
AL	010	CATEST	AL	010	CATEST002	PEND1	A0000	06 13 99
AL	010	CATEST	AL	010	CATEST003	REJCT	00000	06 13 99
AL	010	CATEST	AL	010	CATEST004	REJCT	00000	06 13 99
AL	010	CATEST	AL	010	CATEST005	REJCT	00000	06 13 99

Buttons: New ... Open Browse More Data Refresh New Selection ... Clear Selection

Step 2. Click on the **Browse** button. The document you entered appears on the first line.

Step 3. With the document highlighted from the list, click on the **Open** button.

Step 4. Click on the **[X]** in the upper-right corner of the document window to close the document and return to SUSF.

Note: You may also open a document from SUSF by double-clicking on the document line.

Browsing the Document Listing (SUSF)

You may also browse the Document Listing (SUSF) for documents that meet certain criteria by entering a partial key in the *Document ID* fields. For example, you may browse SUSF to view a list of PDQ documents entered for a specific agency.

Use the following steps to browse SUSF.

- Step 1.** Enter the following partial key in the *Document ID* fields in the header area of SUSF:

PDQ 375

The screenshot shows the 'Document Listing' window. At the top, there are input fields for 'Batch ID', 'Document ID' (containing 'PDQ 375'), 'Organization', 'Status', and 'Process Date'. Below these is a table with columns: 'Batch Type', 'Batch Agency', 'Batch Number', 'Doc Type', 'Doc Agency', 'Doc Number', 'Status', 'Approvals', and 'Last Date'. The table contains 9 rows of data, all with 'PDQ' as the document type and '375' as the agency. The first row is highlighted. At the bottom of the window are buttons: 'New ...', 'Open', 'Browse', 'More Data', 'Refresh', 'New Selection ...', and 'Clear Selection'.

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PDQ	375	SAM00000001	ACCPT	Y0000	12 14 99
			PDQ	375	SAM00000002	PEND1	A0000	12 14 99
			PDQ	375	TR231000001	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000002	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000003	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000004	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000005	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000006	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000007	ACCPT	Y0000	03 28 99
			PDQ	375	TR231000008	ACCPT	Y0000	03 28 99

- Step 2.** Click on the **Browse** button. The first PDQ for agency 375 is highlighted followed by a list of PDQ documents sorted alphabetically.
- Step 3.** Use the scroll-bar at the right of the window to view all the documents currently displayed (maximum of 30).
- Step 4.** Click on the **More Data** button to refill the screen with the next set of entries that match the partial key that you entered above.

Freeing a Document

When a user is working with a document, SAM II prevents any other users from accessing it simultaneously. Occasionally, an editing session may be disrupted in a way that leaves the document locked as if you were entering information into it, even though you are not. When this occurs, the system will not allow you to open the document again until you “free” the document, indicating that the lock on it should be removed. A document needs to be “freed” if you attempt to open it and receive the message **DOC IN USE**. You will need to use this command in the event that your building has a power outage or network failure.

This command removes any lock on a document to which it is applied, including locks that are set because someone else is actively editing the document. *Before freeing a document, make certain that the document is not actually in use by another user.*

Note: In some agencies, internal policy states that only certain users may use the **Process: Free** command. Check your agency policies before performing this action.

Freeing a Document

Follow the steps below to free a document

- Step 1.** From the Document Listing, highlight the line of the document you want to free.
- Step 2.** From the **Process** menu, select the **Free** command. A message will appear telling you the document has been freed. Your document is now free and you can continue to work with it.

Using the Document Selection Window

The Document Selection window provides another way to find and open documents on the Document Listing (SUSF). Using Document Selection, you can specify search criteria to find certain types of documents. For example, you could use Document Selection to find only purchase orders for your agency with a status of **HELD**.

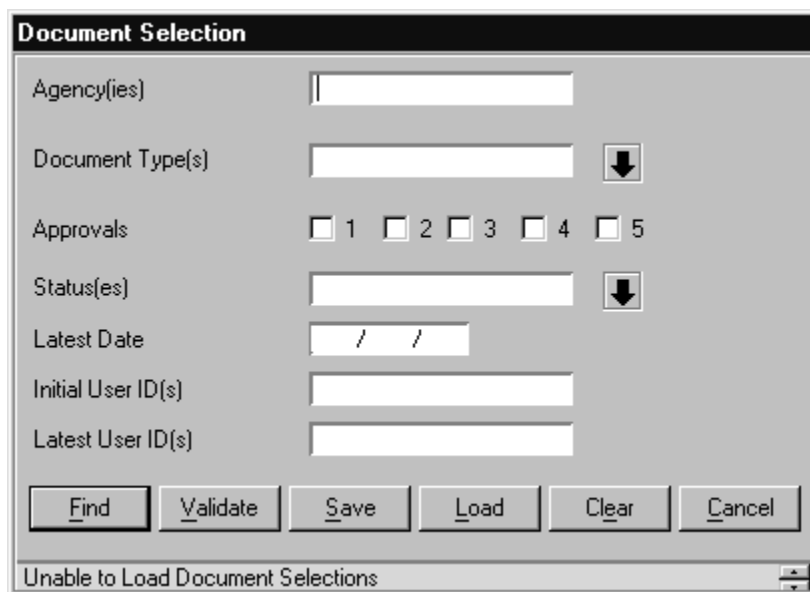
Document Selection offers more detailed search criteria than just browsing for a partial document ID from SUSF. This is useful because it allows you to selectively list only a few documents from a potentially large list of documents.

It is quite possible that you will have a “usual” set of selection criteria, depending upon your job role. For example, every morning you might want to list a set of documents pending your approval. Document Selection provides a feature to specify this selection criteria (or “profile”), save it, change it and use it for displaying documents in the future.

Step 1. To open the Document Selection window, click on the **New Selection** button from the Document Listing.

The window opens for you to enter the search criteria.





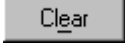

Document Selection Window



The screenshot shows the 'Document Selection' window with the following fields and controls:

- Agency(ies):** A text input field.
- Document Type(s):** A text input field with a dropdown arrow button.
- Approvals:** Five checkboxes labeled 1, 2, 3, 4, and 5.
- Status(es):** A text input field with a dropdown arrow button.
- Latest Date:** A text input field with a pre-filled format of / /.
- Initial User ID(s):** A text input field.
- Latest User ID(s):** A text input field.
- Buttons:** A row of six buttons: Find, Validate, Save, Load, Clear, and Cancel.
- Status Bar:** A message at the bottom reads 'Unable to Load Document Selections'.

Document Selection Commands

Use....	To....
	Return to the Document Listing (SUSF) and display only those documents that meet the criteria specified in the Document Selection window.
	Validate the values specified in the Document Selection window. If there are errors (an invalid User ID, for example), they will be displayed on the status bar. *
	Save your Document Selection criteria. Saved criteria can be loaded later.
	Load previously saved Document Selection criteria.
	Clear the values currently entered in the Document Selection window.
	Return to the Document Listing (SUSF) without using any selection criteria.

*Validation of values entered is not required.

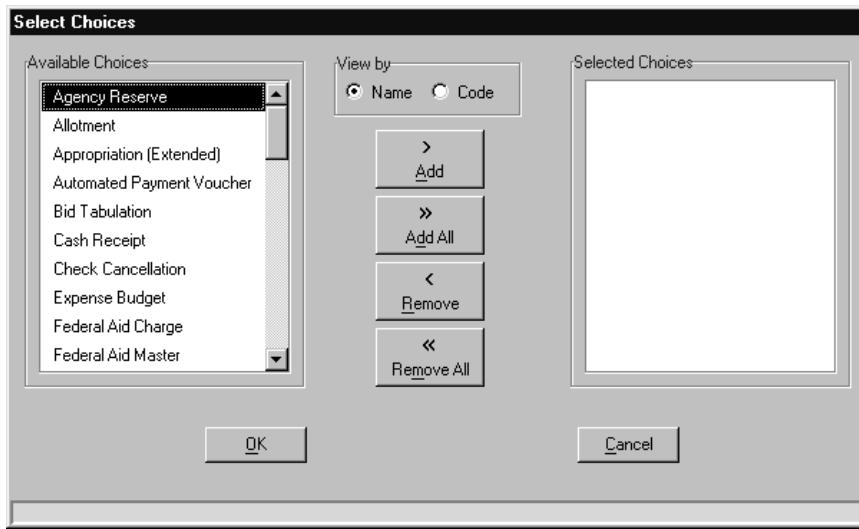
Entering Selection Criteria

The steps below demonstrate entering search criteria to find all Quick Decentralized Purchase Order (PDQ) and Quick Price Agreement Order (PGQ) documents for agency 375 that are in either a held (**HELD**) or rejected status (**REJCT**). All of the criteria in the Document Selection window are optional. You may make search criteria as broad or as detailed as desired.

Step 2. You can use the *Agency(ies)* field to specify a single agency or multiple agencies where the documents have been created. If you are entering more than one agency, separate each agency code with a semicolon. For our example, enter **375** in the *Agency(ies)* field.

Step 3. To choose specific types of documents to view, click on the arrow next to the *Document Type(s)* field. 

The Select Choices window opens, listing all available document types.

Select Choices Window

- Step 4.** Click on the **Code** radio button to view the list of available choices by document code.
- Step 5.** Scroll through the list on the left until you find **PDQ**. Click on the value to highlight it and click the **Add** button.

PDQ will be displayed in the *Selected Choices* list on the right side of the window.

- Step 6.** Repeat Step 5 for the **PGQ** document type.

Note: To select all of the documents, use the **Add All** button. To remove a document from the *Selected Choices* list, highlight the document and click the **Remove** button. To remove all of the selected documents, use the **Remove All** button.

- Step 7.** Click on the **OK** button to return to the Document Selection window. Your document values are displayed in the *Document Type(s)* field, separated by semicolons.
- Step 8.** Follow the procedures described in Steps 3-7 to enter **HELD** and **REJCT** in the *Status(es)* field.

When finished, your Document Selection window should look like this:

Document Selection

Agency(ies) 375

Document Type(s) PDQ;PGQ ↓

Approvals ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Status(es) HELD;REJCT ↓

Latest Date / /

Initial User ID(s)

Latest User ID(s)

You may also use the following criteria if desired:

- *Approvals*—Use these checkboxes to specify documents pending certain approval levels.
- *Latest Date*—Use this field to enter a date on which desired documents were last processed.
- *Initial User ID(s)*—Use this field to specify documents initiated by a particular user or users. Separate multiple user IDs with a semicolon.
- *Latest User ID(s)*—Use this field to specify documents last processed by a particular user or users. Separate multiple user IDs with a semicolon.

Step 9. Click on the **Find** button. The Document Listing appears, displaying only the documents that meet the criteria you specified.

Saving and Loading a Document Selection Profile

To save the search criteria entered in the Document Selection window, open the Document Selection window again and enter the criteria from the above exercise.

Step 1. Click on the **Save** button. A Save dialogue window appears.



Step 2. Select a folder and file name to save your Document Selection criteria. Be sure your file name has a **.wfl** extension.

Step 3. Click **Open**.

To load a saved file:

Step 1. Open the Document Selection window.

Step 2. Click on the **Load** button.

Step 3. In the dialogue window that appears, locate the folder where you saved your **.wfl** file and select it.

Step 4. Click on the **Open** button. The Document Selection window appears with your saved information displayed.

Additional Document Processing Concepts

Topic Objectives

After completing this topic, you will:

- Understand how to save and load default document information
- Understand the concepts related to Workflow, the worklist, and the Track Work in Progress option (TWIP)

Saving and Loading Defaults

SAM II allows you to “save defaults” by document type to reduce repeat entry of the information you enter every time you create a document. For example if you always enter purchase orders for a specific agency and organization, you may create a default document profile for a PDQ that automatically fills in your agency and organization codes when you load your defaults. This feature is most useful if you perform a data entry role and commonly use the same or similar accounting information where the object and amount may vary but the rest of the accounting information is the same. To save defaults, simply open a new blank document and fill in only those fields that should always be the same. Then, select **Edit: Save Defaults** from the menu to save the defaults to your user profile. To load default information, open a new document and select **Edit: Load Defaults** to load the default fields before you begin data entry.

Note: You may have one set of default information for each document type.

Workflow and the Worklist

Workflow is a tool provided with SAM II to streamline user process flows within the system. Through the use of pre-defined rules and individual user worklists, Workflow provides the ability to automatically route documents that require approval to the appropriate user.

The worklist is similar to a live “to-do list”. Users may view documents that have been routed to them and view the status of each document. A user may open, modify, and approve the documents that have been routed to their worklist. You may also

route documents to a particular user's worklist using ad-hoc manual document routing. Documents automatically routed to worklists, based on defined Workflow rules, are also subject to the defined approval and security edits or each user.

Data entry users will normally see documents on their worklists that they are currently working on (i.e., those documents in a **REJECT** or **HELD** status). Once a document enters a **PEND#** status (where # is a number representing the level of approval currently required), it will leave the data entry user's worklist and route to the worklist of the appropriate approval person. Once the final level of approval is applied and the document is accepted it will be purged from all worklists during the nightly cycle.

Accessing your Worklist

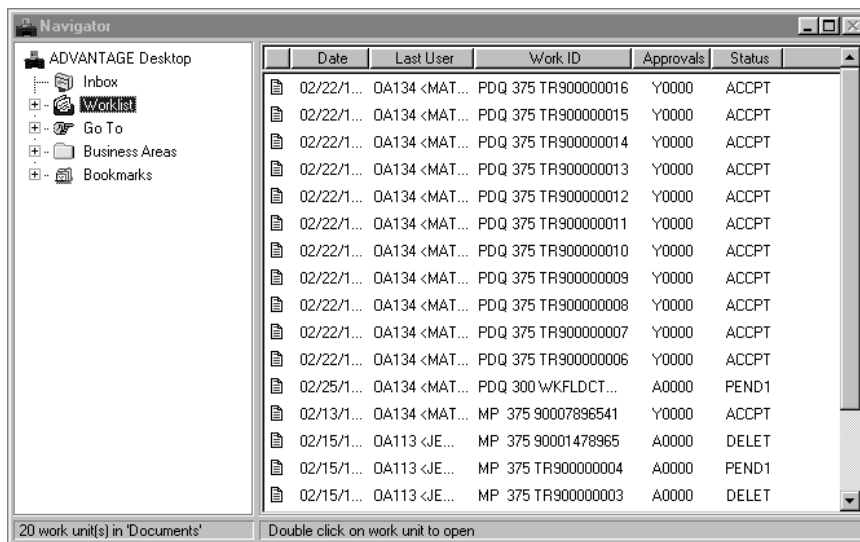
To access your worklist, click on the **Worklist** icon in the left panel of the Navigator window.



To open a document on your worklist, double-click on the line for the document. You may be prompted to enter your organization code. Enter your organization code and click **OK**.

Tips for using Workflow

- A red document icon in the far-left column of the worklist

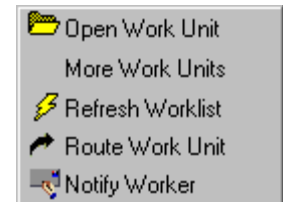


denotes a high priority item. A blue icon denotes a medium or low priority item.

- You can sort on any column in the worklist by clicking on the column header. Click once for an ascending sort or twice for a descending sort.



- Columns can be resized by placing your mouse pointer over the edge of the column header. Click and drag right or left to change the width.
- A document must be opened before it can be ran or approved.
- Clicking the right mouse button in the worklist window gives you the same menu choices that appear in the **Actions: Worklist** pull-down menu.



Ad-Hoc Workflow

In addition to normal rule-based (automatic) routing of documents, Workflow offers the option of user-initiated routing and notifications. This functionality is useful both for informational purposes and to facilitate document processing. There are two types of ad-hoc Workflow: e-mail with attachments and manual routing.

E-mailing with Attachments

This will be the most commonly used method of ad-hoc routing. Using this option facilitates document processing by enabling users to send processing instructions and verify document entries electronically. It can also expedite the table update process by eliminating the need for paper forms.

Sending a Table

When attaching SAM II tables, there are two options: proxy and non-proxy. Proxy can be considered a “snapshot” of the table and non-proxy a “link.” Although the text of the message you include with the table can be read from both the user’s SAM II Inbox and the user’s email application Inbox, the recipient can only view the table from their SAM II Inbox.


The proxy option is used when a particular user does not have the authority to update table entries. For example, if you wish to have a new vendor added to the Vendor table, but are not authorized to do so, you would fill out all the relevant information on VEN2 then send the “snapshot” of VEN2 to a user who is authorized to add vendors.

You may also send a non-proxy attachment of a table, for informational purposes. A non-proxy is a direct link to the table and will allow the recipient to view the table “real-time,” with any changes that may have occurred between the time it was sent and the time it was opened.

To send a table, follow the steps below:

Step 1. Proxy – Fill out the information on the table that you wish to send.

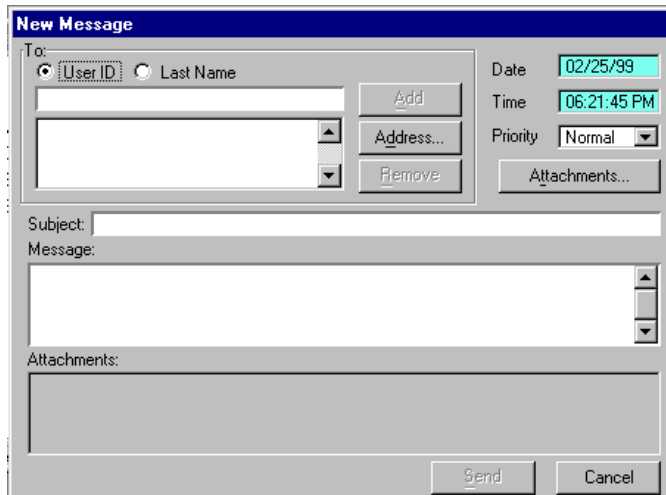
Non-proxy – Open the table you wish to send.

Step 2. Click on the envelope button in the bottom-left corner of the SAM II window. 

Your Inbox will open.

Step 3. With your Inbox open, select **File: Send Message**.

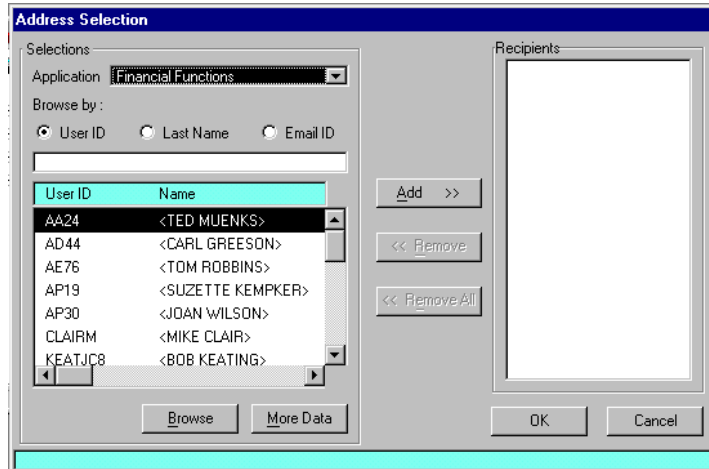
The New Message window will appear.



The image shows a 'New Message' dialog box with a blue title bar. It contains several fields and buttons: a 'To:' field with radio buttons for 'User ID' (selected) and 'Last Name', an 'Add' button, and a list box with 'Address...' and 'Remove' buttons; a 'Date' field set to '02/25/99', a 'Time' field set to '06:21:45 PM', a 'Priority' dropdown set to 'Normal', and an 'Attachments...' button; a 'Subject:' label and a text field; a 'Message:' label and a large text area with scrollbars; and an 'Attachments:' label and a list box. At the bottom are 'Send' and 'Cancel' buttons.

- Step 4.** Click on the **Address** button to choose whom to send the message to.

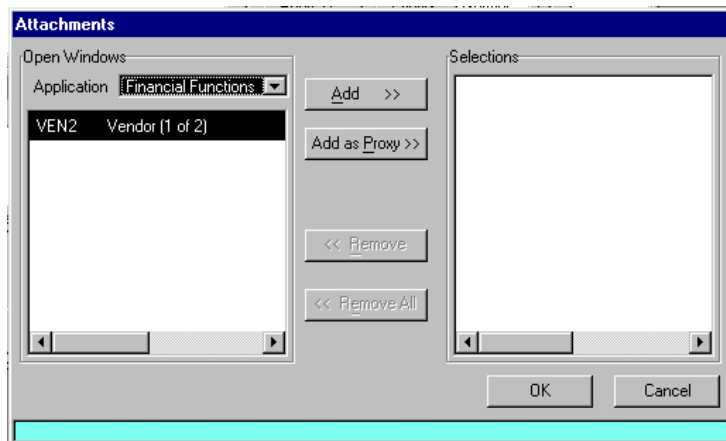
The Address Selection window opens.



- Step 5.** You may browse the list of choices on the left by *User ID*, *Last Name*, or *Email ID*, depending on which radio button you select.
- Step 6.** Use the **Browse** and **More Data** buttons and the scroll bar to locate the user(s) you wish to send the message to.
- Step 7.** To select a user, highlight the user's entry and click the **Add** button. The user will be added to the *Recipients* list on the right. You may use the **Remove** and **Remove All** buttons to remove users you have previously selected.
- Step 8.** When you have finished adding recipients, click the **OK** button to return to the New Message window.
- Step 9.** From here, you may change the *Priority* using the drop-down list, add a *Subject*, and type a *Message*.

Step 10. To add your table, click on the **Attachments** button.

The Attachments window opens.



Step 11. From the list of *Open Windows* on the left, highlight the table you wish to send.

Step 12. Proxy – Click the **Add as Proxy** button. The selected table will appear in the *Selections* list on the right, with a Proxy icon.



Non-Proxy – Click the **Add** button. The selected table will appear in the *Selections* list, with a normal table icon.



Step 13. Click **OK** to return to the New Message window. Notice the icon(s) that now appear in the *Attachments* section.

Step 14. Click the **Send** button to send the message.

Sending a Document

You may use Workflow to send documents in the same way you send tables. For example, you may wish to send a document that is on hold to another user for review. Again, the recipients must use their SAM II Inbox to view any attachments. To send documents, open the document and do any additional processing desired (edit, hold, approve, run, etc.). Then, click on the envelope icon in the bottom-left corner of the SAM II window. From this point, follow the steps for sending a table.

Note: Documents are always real-time and therefore cannot be sent as proxies. You will always use the **Add** button in Step 12.

For Recipients

If you are the recipient of a message, open the message by double-clicking on it from your SAM II Inbox. If the message has attachments, view them by double-clicking on them in the message window. If you receive a Proxy table and wish to add the entry, open the attachment as you would any other, and make any additions, changes, or deletions using the **Modify** menu.

Note: Deleting a message off of the SAM II Inbox will delete the message from your regular email Inbox as well, and vice-versa. If you wish to save a copy, forward it to yourself via your regular email application.

Manual Routing

SAM II also offers the option of manually routing a document. If you have authorization, you may send any document in your worklist to someone else's worklist. The document will remain on both worklists until the status of the document is changed. If the document is changed, Workflow rules will be applied as soon as it is closed. The document will then be removed from both worklists and forwarded to the appropriate individual(s).

To manually route a document, follow the steps below:

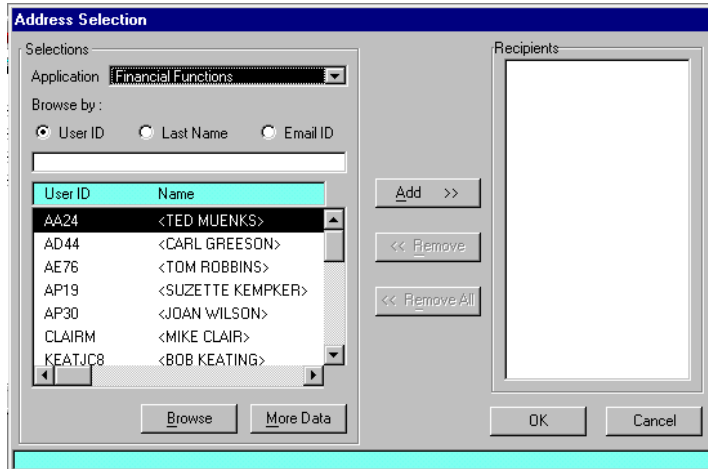
- Step 1.** Highlight the document you wish to route by right-clicking on it in your worklist.
- Step 2.** Select **Route Work Unit** from the menu that appears.

The New Route window will appear. Note that the ID of the document is displayed in the title bar of the window.

The screenshot shows a Windows-style dialog box titled "New Route: PDQ 375 PDQ 375 TR900000007". It contains several input fields and buttons. The "To:" section has two radio buttons: "User ID" (selected) and "Last Name". Below them is a text box and three buttons: "Add", "Address...", and "Remove". To the right of the "To:" section are fields for "Date" (02/26/99), "Time" (09:34:35 AM), "Priority" (Normal), and a "Notify" checkbox. Below these are fields for "Subject" and "Message". At the bottom right are "Send" and "Cancel" buttons.

- Step 3.** Click on the **Address** button to choose whom to send the message to.

The Address Selection window appears.



- Step 4.** You may browse the list of choices on the left by *User ID*, *Last Name*, or *Email ID*, depending on which radio button you select.
- Step 5.** Use the **Browse** and **More Data** buttons and the scroll bar to locate the user(s) you wish to send the message to.
- Step 6.** To select a user, highlight the user's entry and click the **Add** button. The user will be added to the *Recipients* list on the right. You may use the **Remove** and **Remove All** buttons to remove users you have previously selected.
- Step 7.** When you have finished adding recipients, click the **OK** button to return to the New Message window.
- Step 8.** From here, you may change the *Priority* using the drop-down list.
- Step 9.** (Optional) If you wish to attach a text email message to the document, check the **Notify** check box.
- Step 10.** (Optional) Checking the **Notify** option will allow you to enter both a *Subject* and a *Message*.

Note: If you use the **Notify** option, the message will show up in the recipient's Inbox and the document will show up in their worklist.

Step 11. Click the **Send** button to send the document.

Note: The copy of the document that you manually route can be worked on by the recipient only if they have update authority for that particular document.

Tracking Work in Progress (TWIP)

SAM II will allow authorized users to check on the status of a document. Users who have the document ID and required security will be able to view information about the document. More detailed logging of activity will be available to the Workflow System Administrators.

To track work in progress, follow the steps below:

- Step 1.** Using the Go To window, open the Batch/Document Entry window for the document type you wish to track.
- Step 2.** Enter the agency , organization, and document ID in the *Document ID* field and click on the **Open** radio button.
- Step 3.** Click **OK** to open the document.
- Step 4.** Select **Edit: Track Work in Progress** from the pull-down menus.

The Work Unit Status window opens.

The screenshot shows the 'Work Unit Status' window. It contains several input fields for document tracking: Work Type (PV), Agency (300), Identifier (WKFL0000001), Process (PV TEST PROCESS), Current Stage (TEST STAGE), Initial User (OA121), Current Status (PEND2), Approval Status (YA000), Last Route (Rule Name: TEST RULE - PEND2, Assigned On: 03/12/1999 - 14:59:35:70, Assigned To: OA132). Below these fields are buttons for Summary, Notifications (unchecked), Refresh, and Close. At the bottom is a table with columns: Stage, Rule Name, R/N, Destination, Assigned, and Completed. The table contains one entry: TEST STAGE, with Assigned date 03/12/1999 and status In Progress.

Stage	Rule Name	R/N	Destination	Assigned	Completed
▶ TEST STAGE				03/12/1999	In Progress

Header Information: The header has several fields that contain information pertaining to the document and its last rule-based route. It will list the *Work Type* (document type), submitting *Agency, Identifier* (document ID), *Current Status*, *Approval Status*, and *Last Route* information, including when it was last routed and to whom it has been assigned. It will also give Workflow-specific information that is helpful for administration of Workflow, such as the *Current Stage* and *Rule Name* that was responsible for the last route.

Detail Information: This section will give details on all the activity of the document. It will list the Workflow *Stage* and *Rule Name* followed by an **R** or **N** (for Route or Notify), the *Destination*, date, and status.

Clicking the **Summary** button will display header information only. Checking the **Notifications** check box will display notification details. The **Refresh** button refreshes the screen. The **Close** button closes the Work Unit Status window and returns you to the document.

Document and Table Overview

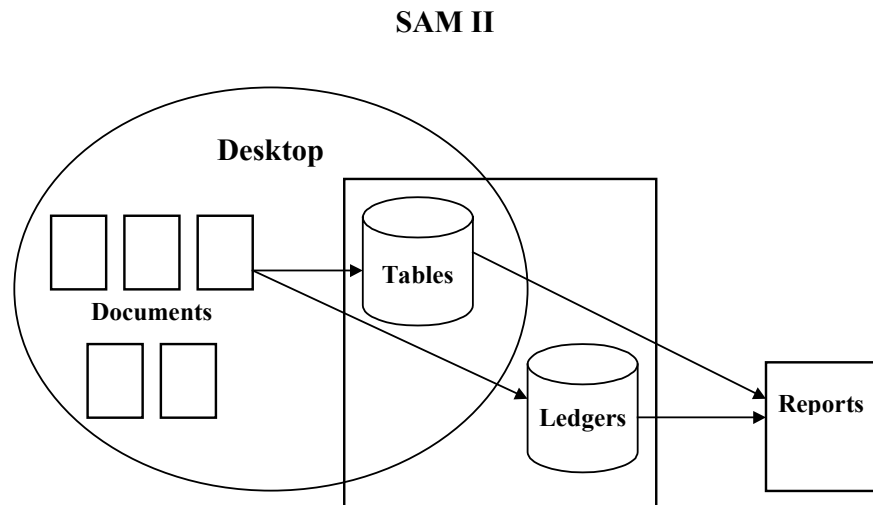
Topic Objectives

After completing this topic, you will:

- Understand how SAM II documents and SAM II tables are related
- Understand the difference between a SAM II inquiry table and a SAM II reference table

Overview

As you will recall from the *Introduction to SAM II* class, most of the on-line processing tasks done in SAM II are performed using either SAM II documents or tables.



In SAM II, *documents* are entered using the Desktop to record financial and purchasing events that update database *tables* that can be viewed on-line. In addition, documents write to off-line *ledgers*. *Reports* are generated by pulling information from tables and ledgers.

Documents and Tables

Documents are related to tables in SAM II in two ways:

- Information contained in documents is checked against SAM II reference tables for validity.
- Documents that are successfully accepted by the SAM II system update information stored in inquiry tables.

Table Types

SAM II tables can be grouped in one of two categories—inquiry tables and reference tables.

Inquiry Tables

Inquiry tables are used to view data on-line. In most cases, inquiry tables are updated periodically by the acceptance of SAM II documents. Unlike reference tables, records on inquiry tables cannot be manually changed or deleted—they are updated through document entry and batch processing. For example, the Open Purchase Order Header by Document Number Inquiry table (OPHD) is updated every time a purchase order is entered and accepted in SAM II.

Reference Tables

Reference tables are used to validate entries in the system. They usually require a one-time setup, and periodic maintenance is done throughout the year. The data stored in a SAM II reference table is used during processing on both documents and other tables. For example, a vendor code entered on a purchasing document must be found on the vendor reference tables. Although there are some reference tables that agency users can update themselves, most of the SAM II reference tables are maintained by the Office of Administration (OA).

Inquiry tables and reference tables can be distinguished by the menu options available in the menu bar. Both table types have the following menu choices: **File**, **Edit**, **Display**, **Window**, and **Help**. Reference tables also have a **Modify** menu option that is not available on inquiry tables.

Note: Some reference tables may also be used for inquiry purposes. For example, the Commodity table (COMT) is a reference table used to maintain the State of Missouri's commodity file. However, inquiries can also be done on this table to look up detailed commodity information.

Using Inquiry Tables

Topic Objectives

After completing this topic, you will

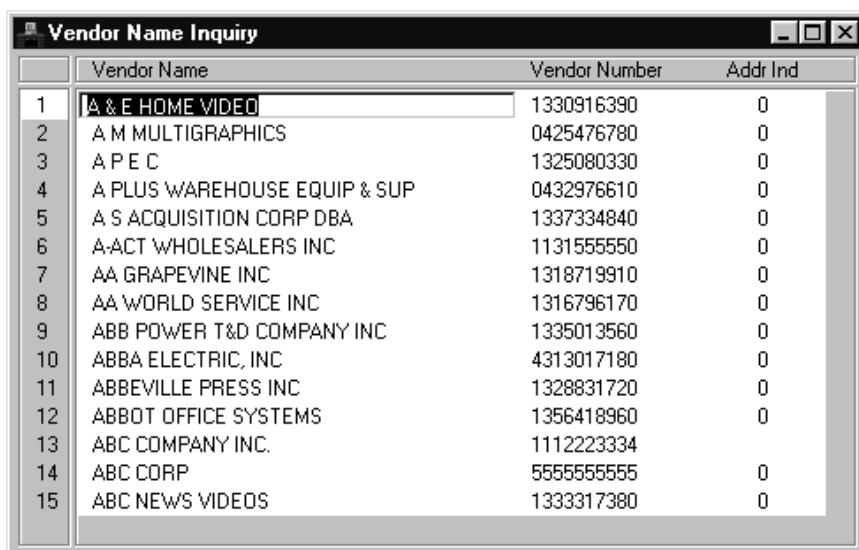
- Understand the differences between the types of inquiry tables in SAM II.
- Know how to use the various options in the **Display** menu to find specific entries on an inquiry table.
- Understand how to look up documents on the various open item tables in SAM II.

Types of Inquiry Tables

As stated above, inquiry tables are used to look up information in SAM II. Inquiry tables contain either document-related data (for example, a payment voucher inquiry table) or reference data (for example, a table with an alphabetical list of vendors). In addition, inquiry tables can be categorized by multiple-entry windows and single-entry windows.

Multiple-Entry Windows

Multiple-entry windows display several table entries at once, with summary information about the record only. To see an example of a multiple-entry window, open the Vendor Name Inquiry table (VNAM) from the *Vendor Information* Business Function in the **Accounts Payable** Business Area.



	Vendor Name	Vendor Number	Addr Ind
1	A & E HOME VIDEO	1330916390	0
2	A M MULTIGRAPHICS	0425476780	0
3	A P E C	1325080330	0
4	A PLUS WAREHOUSE EQUIP & SUP	0432976610	0
5	A S ACQUISITION CORP DBA	1337334840	0
6	A-ACT WHOLESALERS INC	1131555550	0
7	AA GRAPEVINE INC	1318719910	0
8	AA WORLD SERVICE INC	1316796170	0
9	ABB POWER T&D COMPANY INC	1335013560	0
10	ABBA ELECTRIC, INC	4313017180	0
11	ABBEVILLE PRESS INC	1328831720	0
12	ABBOT OFFICE SYSTEMS	1356418960	0
13	ABC COMPANY INC.	1112223334	
14	ABC CORP	5555555555	0
15	ABC NEWS VIDEOS	1333317380	0

Each line of the window represents a single entry on the VNAME table. The only information displayed on the VNAME table is the vendor's name, number, and address indicator.

Single-Entry Windows

Single-entry windows display only one entry at a time, and are used to view defining information that is too detailed to be displayed on a single line in a multiple-entry window. To see an example of a multiple-entry window, open the Vendor (1 of 2) table (VEN2) by clicking on the business function button.

The screenshot shows a window titled "Vendor (1 of 2)". The window is divided into three main sections: Header, View tabs, and Details. The Header section contains fields for Vendor (1356418960), Vendor Type (MU), Misc Vendor Indicator (N), and Last Action Date (12 / 31 / 98). The View tabs section has two tabs: "General Information" and "Payment Information". The Details section contains fields for Vendor Address (Name: ABBOT OFFICE SYSTEMS, Address: 5012 ASBURY AVE, P O BOX 688, City: FARMINGDALE, State: NJ, Zip: 07727), Alternate Address (1), Additional Address, Contact, A/R Contact, Comment, Customer Account, Vendor Phone (908-938-6000), and a checkbox for "Single Check Requested".

A single-entry window consists of header information, detail information, and view tables.

- The header section displays the table entry's key and other basic identifying characteristics. If there are multiple views, the header is displayed on every view of the window.
- The details section provides detailed information about the entry.
- The view tabs appear whenever a window has multiple views of detail information. Many of the windows in SAM II have multiple views that make the data easier to review. View tabs are used to toggle between views. To see a different view, click on the related view tab (in our VEN2 example, the view tabs available are the *General Information* view and the *Payment Information* view).

Displaying Data

Several different options are available in the **Display** menu for displaying the data found in an inquiry table. The techniques described in this section can be used on any inquiry table. For demonstration purposes, some of the examples used will utilize multiple-entry windows and some will use single-entry windows.

Key Fields

Every table in SAM II uses the concept of “key” fields. Key fields are those fields that are used to uniquely identify a record. In other words, key fields distinguish one record on a table from other records on the table. The secret to effective inquiries is knowing the key fields of a table. In general, ask yourself the following questions when identifying key fields:

- What is the table used for?
- What data is needed to distinguish one record from another on this table?

Some tables have only one key field. Others may have multiple fields that together make up the key. For an example, open up the Commodity table (COMT) using the Go To window.

The Commodity table (COMT) stores all of the valid commodity codes that can be used on SAM II purchasing documents. COMT has several fields on it. However, only one field is needed to uniquely distinguish one commodity from another—the *Commodity* field, where the commodity code is stored. SAM II will not allow more than one record in this table to have the same commodity code in the *Commodity* field. Note that, although a commodity’s description may also be used to identify a commodity, SAM II will allow two (or more) different records on COMT with the same description, as long as the codes in the *Commodity* field are different.

For an example of a table with multiple fields making up the key, open the Organization table (ORG2) using the Go To window.

Organization

Fiscal Year: 00 Agency: 375 Organization: 1375 Manager:
 Org Name: DEPARTMENT OF INSURANCE Organization Level: 01
 Fund: Activity: Function: Project:
☐ Inactive Buyer:
 Budget / Reporting Org Options and Controls
 Budgeting Organization Levels:
 Expense Budget Organization Level: 01
 Revenue Budget Organization Level: 01
 Appropriation Organization Level: 01
 Allotment Organization Level: 01
 Indirect Cost Organization Level: 01
 Reporting Organizations:
 1: 1375 2: 3: 4:
 5: 6: 7: 8:
 9: 10: 11: 12:

The Organization table (ORG2) stores every organization code used by the State of Missouri. Organization codes are based on a fiscal year and an agency. Therefore, three fields make up the key: *Fiscal Year*, *Agency*, and *Organization*. The use of all three fields in making up the key allows for multiple agencies to use the same organization codes for budgeting and expenditures.

Note: If you are unsure of whether or not a field is part of the key, use the **Field Help** option under the **Help** menu. Key fields are identified in their description.

ADVANTAGE Desktop Help

File Edit Help
 Home Back History
Agency
 Key field. Enter the appropriate value. Refer to Agency Index (AGCY) for valid values.

Display: Browse Data (F4)



The **Browse Data** command is the **Display** menu command used the most often. Use **Browse Data** to perform the following functions:

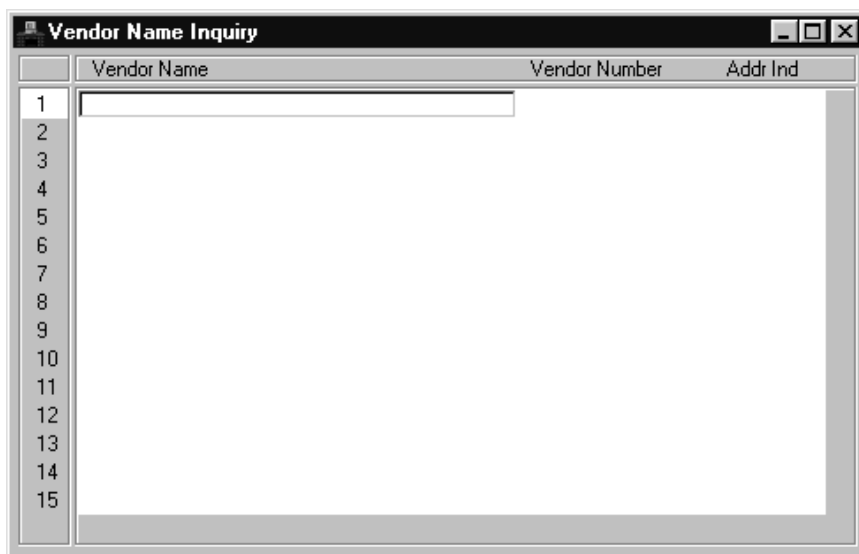
- Display the first record in a table
- Search for a specific entry in a table
- Search for entries in a table meeting certain key field criteria

Displaying the First Record in a Table

If the **Display: Browse Data** command is used on a blank table (i.e., there are no records displayed), the first record (or group of records if viewing a multiple-entry window) in the table will be displayed.

Step 1. Using the Go To window, open the Vendor Name Inquiry table (VNAM). Be sure to use the **Open** button rather than the **Open with Data** button.

VNAM opens with no records displayed.



Step 2. Select **Display: Browse Data**.

The first set of records in the VNAM table is displayed.

Step 3. Close the VNAM window when finished.

Searching for a Specific Record using the Browse Data Command

The **Browse Data** command can also be used to search for a specific entry in a table. To search for a specific entry, fill data into the key field(s) on a table in a left to right order and select **Display: Browse Data**.

Note: If an exact match for the entry is not found, SAM II will retrieve the next closest entry in the table.

This exercise will demonstrate finding a specific record using the Organization table (ORG2).

In this exercise, we are interested in finding out about reporting information for organization 3000 in agency 375 for fiscal year 2000. Follow the steps below:

- Step 1.** Using the Go To window, open the Organization table (ORG2).
- Step 2.** Enter the following information in the key fields:

Fiscal Year: 01

Agency: 375

Organization: 3000

- Step 3.** Select **Display: Browse Data**.

The ORG2 record for the data you input is displayed.

- Step 4.** Close the ORG2 window when finished.

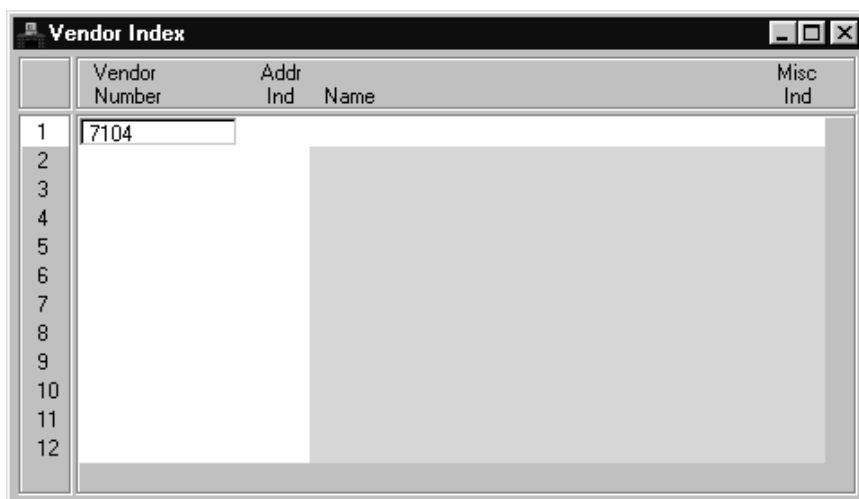
Searching for Records Meeting Key Field Criteria using the Browse Data Command

The **Browse Data** command can also be used to display entries using partial values in the key fields. For example, you could use **Browse Data** to display a list of all commodities whose codes begin with a specific 3-digit number.

To practice using **Browse Data** for partial key searches, follow the steps below.

Step 1. Using the Go To window, open the Vendor Index (VEND).

Step 2. Enter **7104** in the *Vendor Number* field on the first line.



	Vendor Number	Addr Ind	Name	Misc Ind
1	7104			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Step 3. Select **Display: Browse Data**.

A list of vendors whose codes begin with **7104** is displayed.

Step 4. Close the VEND window when finished.

Display: More Data (F5)



The **More Data** command on the **Display** menu is used to display the next sequential entry (or set of entries on a multiple-entry window) in a table. **More Data** can be used to easily page through a table's entries. If the **More Data** command is used and there are no more entries in the table (i.e., the end of the data has been reached), the message "END OF FILE" will appear in the status bar.

To demonstrate the **More Data** command, we'll use the Commodity by Purchase Order Number Inquiry table (CIPO). This table allows you to enter a commodity code in the header and see a list of purchase orders that used the commodity code in the detail area.

Step 1. Using the Go To window, open the Commodity by Purchase Order Number Inquiry table (CIPO).

	Transaction ID	Line Number	Quantity	Unit	Line Amount	Partial / Final Receipt
1						
2						
3						
4						
5						

Step 2. Enter **42520** in the *Commodity* field in the header area of the table.

Step 3. Select **Display: Browse Data**.

A list of the first five purchase orders existing for the commodity is displayed.

Step 4. To view the next five documents, select **Display: More Data**.

Step 5. To view the next set, select **Display: More Data** again.

Note: Double-clicking on a line in a multiple-entry window will display information about the entire record. Use the **Next** and **Previous** buttons to page through the entries.

Note: Using the **Display: More Data** command again will display a set of documents for the next commodity in the sequence (**42521** in our example).

Display: Beginning of Data (Shift+F5)

The **Beginning of Data** command will display the first record or records in a table.

Step 1. From the CIPO table, select **Display: Beginning of Data**.

Note that SAM II displays the first record in the table (commodity 00505), *not* the first record you browsed for (commodity 42520).

Step 2. Close the CIPO table when finished.

Display: Get Specific Data (Shift+F7)

The **Get Specific Data** command is used to search for a specific entry using all of the key fields on a table. On multiple-entry windows, the **Get Specific Data** command can be used to display several specific entries at once.

Display: Browse Data vs. Display: Get Specific Data

The **Get Specific Data** command is similar to the **Browse Data** command in that both can be used to find specific entries on a table. However, there are some subtle differences between the two commands described below:

- When using **Get Specific Data**, you must enter data in *all* of the key fields on a table. **Browse Data** allows you to use partial key searches.
- If using **Get Specific Data** and the exact information you entered in the key field(s) is not found, you will receive a message stating “LINE NOT FOUND”; if using **Browse Data**, SAM II will display the closest entry to the key information you entered.

Using Get Specific Data

Step 1. From the **Chart of Accounts** Business Area, open the **Fund** Business Function.

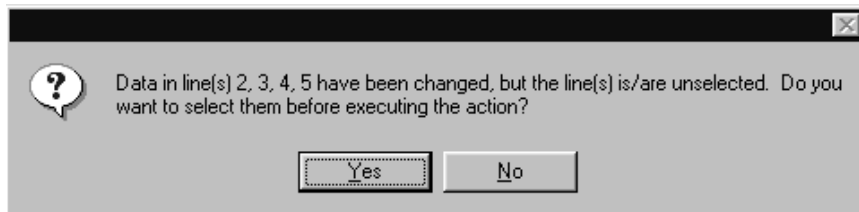
The Fund Index table (FUND) will open automatically.

Step 2. Enter the following information exactly as it appears below in the *Fiscal Year* and *Fund* fields for each line on FUND:

Line 1: *Fiscal Year:* 00
 Fund: 0145
Line 2: *Fiscal Year:* 00
 Fund: 0172
Line 3: *Fiscal Year:* 00
 Fund: 0652
Line 4: *Fiscal Year:* 00
 Fund: 0817
Line 5: *Fiscal Year:* 00
 Fund: 0948

Step 3. Select **Display: Get Specific Data**.

A message box will appear asking you if you wish to perform the action on all the lines in which you entered data.



Step 4. Click on the **Yes** button.

Only the records for the funds you entered are displayed.

Step 5. Close the Business Function when finished.

Display: Previous Page (Shift+F3) and Display: Next Page (Shift+F4)

The **Previous Page** command displays the previous entry (or set of entries if using a multiple-entry window). The **Next Page** command displays the next page of data that you've already accessed.

Display: More Data vs. Display: Next Page

The **More Data** and **Next Page** commands are very similar, in that both commands will move you forward in a table. However, the **Next Page** command only works if you have already accessed that entry or set of entries. To demonstrate, follow the exercise below.

Step 1. From the **Chart of Accounts** Business Area, open the **Agency** Business Function.

The Agency Index table (AGCY) opens.

Step 2. Select **Display: Browse Data** to see the first set of records in the table.

Step 3. Select **Display: Next Page**.

You receive the message "NO NEXT SCREEN."

Step 4. Select **Display: More Data**.

The next set of entries is displayed.

Step 5. Select **Display: Previous Page**.

The previous set of entries is displayed.

Step 6. Select **Display: Next Page**.

This time, the next set of entries is displayed.

Step 7. Close the Business Function when finished.

Display: Related Data (F2)



Sometimes, not all the data about a particular entry is displayed on one table. For example, vendor information is stored both on the Vendor (1 of 2) table (VEN2) as well as the Vendor (2 of 2) table (VEN3). SAM II has predefined table relationships set up internally. Using the **Related Data** command from a table will open up a related table with the same key entry displayed. This action is similar to using the Business Function buttons to leaf between windows, or using the **Go To with Data** command from the Go To window. The exercise below uses some inventory inquiry tables to demonstrate the concept.

Step 1. Using the Go To window, open the Inventory Inquiry (1 of 3) table (INVN).

Step 2. Enter the following in the appropriate fields:

Warehouse: CW01

Stock Item: 61573050005

Step 3. Select **Display: Browse Data** to access the entry.

Step 4. Select **Display: Related Data**.

The Inventory Inquiry (2 of 3) table (INV2) opens with the record for the stock item in Step 2 automatically displayed.

Step 5. Select **Display: Related Data**.

The Inventory Inquiry (3 of 3) table (INV3) opens with the record for the stock item in Step 2 automatically displayed.

Step 6. Select **Window: Close Open Windows** when finished.

Note: Not all SAM II tables have related data windows defined.

Other Options for Displaying Related Data

You can also use the **Open with Data** command from the Go To window and the Business Function buttons to access related data windows.


Step 1. Using the Go To window, open the Inventory Inquiry (1 of 3) table (INVN).

Step 2. Enter the following in the appropriate fields:

Warehouse: CW01


Stock Item: 61573050005

Step 3. Select **Display: Browse Data** to access the entry.

Step 4. Click on the **Open Navigator...** button on the toolbar to return to the Go To window. 

Step 5. Open the Inventory Inquiry (3 of 3) table (INV3) using the **Open with Data** command.

INV3 opens with the record from INVN displayed.

Step 6. Click on the **Open Navigator...** button on the toolbar to return to the Go To window. 

Step 7. Open the Inventory Inquiry (2 of 3) table (INV2) using the **Open with Data** command.

INV2 opens with the record from INVN and INV3 displayed.

Step 8. Select **Window: Close Open Windows** when finished.

The same data can be retrieved more easily using the Business Areas and Business Functions:

Step 1. From the **Inventory** Business Area, open the **Combinations** Business Function.

The Inventory Inquiry (3 of 3) table (INV3) opens.

Step 2. Enter the following in the appropriate fields:

Warehouse: CW01

Stock Item: 61573050005

Step 3. Select **Display: Browse Data** to access the entry.

Step 4. Click on the **INVN** button at the bottom of the screen to open the record on Inventory Inquiry (1 of 3) (INVN).

Step 5. Click on the **INV2** button at the bottom of the screen to open the record on Inventory Inquiry (2 of 3) (INV2).

Step 6. Click on the **Close** button to close the Business Function.

Business Function Buttons



The appearance of the Business Function buttons gives you information about the status of a window:

- In this example, the **VNAM** (Vendor Name Inquiry) button is pushed in and the window name is in bold letters, indicating that it is currently the active window.
- **VEND** (Vendor Index) is in bold letters, but the button is not pushed in. This indicates that it is also open, but is not currently the active window (i.e., it is minimized or open in the background).
- **VEN2** (Vendor (1 of 2)) is in plain text, indicating that it is not open.

Note: In order to carry data forward from one table to the next within a Business Function, the destination table must be closed.

Note: You may also highlight a value and use the **Edit: Copy** and the **Edit: Paste** commands to carry a value from one table to the next.

Documents and Open Item Tables

The exercises you have performed up to this point have all been focused on reference table data. All of the commands and skills you have learned also apply to document-specific tables as well. This section will cover the basics of looking up document information.

Open Item Tables

Once a document has been accepted into the SAM II system, information from that document is stored on a set of document type-specific open item tables. Most document types have a set of open item tables that store information for that document type only. An appendix is included at the back of this manual with a listing of each document type and the related open item tables.

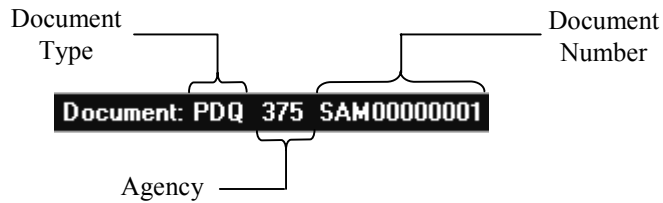
Open item tables are most useful when used in conjunction with the Business Areas and Business Functions.

Note: The open item tables store both open and closed documents.

The examples in this section will deal with a purchase order and a receiver document. Keep in mind that the concepts learned here can be applied to all open item tables.

Document Numbering and Document Lines

You may recall from the *SAM II Document Processing* class that all documents in SAM II have a unique document ID. The document ID consists of the document type (PDQ, PVQ, RC, etc.), an agency code, and a unique document number. All three of these pieces are necessary in order to differentiate a document from others.

Example Document ID

The document ID is used when looking up a document on an open item table.

Most documents also offer the ability to have several different lines. For example, a purchase order document has both accounting lines and commodity lines. Several open item tables are related to a single document line. Using these tables, you are able to view all of the detailed information for each line one at a time.

Example: Quick Decentralized Purchase Order (PDQ)

In this example, you will look up a certain purchase order that has been accepted in the system using the main purchase order open item tables.

- Step 1.** From the **Purchase Order Processing** Business Area, open the **Open Item Inquiry Summary** Business Function.

The Open Purchase Order Header by Document Inquiry table (OPHD) will open.

- Step 2.** Enter the following in the *Transaction ID* field. Note that SAM II will automatically move your cursor from one section of the document ID to the next:

PD 375 SAM00000105

Note: Although the document type is three characters long (PDQ), the open item tables only require you to enter the first two characters of the document type (**PD**).

- Step 3.** Select **Display: Browse Data**.

Header information from the purchase order is displayed.

- Step 4.** Use the view tabs (*Delivery Details, Controls, etc.*) to find various types of information pertaining to the purchase order.

- Step 5.** Click on the **OPCD** button at the bottom of the screen.

The Open Purchase Order Commodity Line by Document Inquiry table (OPCD) opens with the first line displayed. Note that OPCD includes a *Line* field, to denote which commodity line you are viewing.

- Step 6.** Use the view tabs to find various types of information pertaining to line **001** of the purchase order.

- Step 7.** Select **Display: More Data** to view lines 002 through 005.

Step 8. When finished, click on the **OPLD** button at the bottom of the screen.

The Open Purchase Order Account Line by Document Inquiry table (OPLD) opens with the first accounting line displayed. Note that OPLD includes a *Line Number* field, to denote which accounting line you are viewing.

Step 9. Select **Display: More Data** to view lines 02 and 03.

Step 10. Click the **Close** button when finished to close the Business Function.

Example: Receiver (RC)

In this example you will look up a certain Receiver document (RC) that has been accepted in the SAM II system.

Step 1. From the **Receiving** Business Area, open the ***Open Items Summary*** Business Function.

The Open Receiver Header Inquiry table (ORCH) will open.

Step 2. Enter the following in the *Transaction ID* field. Note that SAM II will automatically move your cursor from one section of the document ID to the next:

RC 375 SAM00001001

Step 3. Select **Display: Browse Data**.

Header information from the receiver is displayed.

Step 4. Click on the **ORCL** button at the bottom of the screen.

The Open Receiver Line Inquiry table (ORCL) opens with the first line displayed. Note that ORCL includes a *Line Number* field, to denote which commodity line you are viewing.

Step 5. Select **Display: More Data** to view lines 002 through 004.

Step 6. Click the **Close** button when finished to close the Business Function.

Updating Reference Tables

Topic Objectives

After completing this topic, you will:




- Be able to add entries to authorized tables.
- Be able to change entries on authorized tables.
- Be able to delete entries from authorized tables.
- Be able to request additions, changes, and deletions to tables maintained by the Office of Administration (OA).

Reference Table Overview

Recall from earlier in this class that reference tables can be distinguished from inquiry tables by the presence of the **Modify** menu. Certain users (based on their security settings) can add, change, and delete entries on reference tables. Agency users can update some reference tables. Other tables can only be updated by users in the Office of Administration (OA). The first part of this section will discuss maintenance on those tables that can be updated by agency users. A section on requesting updates to tables maintained by OA follows.

Modifying the Entries on a Table

When you create a new entry to add, change, or delete an entry on a table, you will use the **Modify** menu. You can modify a table entry in the following ways:

- **Add (F6)** puts a new entry on a table 
- **Change (F7)** modifies an existing entry on a table 
- **Delete (F9)** removes an entry from a table 

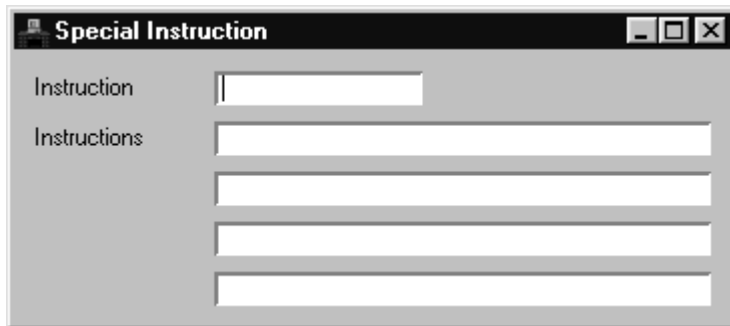
Adding a New Entry

You can add a new entry to a table by opening the window, entering the appropriate data, then selecting **Modify: Add**.

SAM II then validates the information entered. If an error is found, a message appears in the status bar. If you do not correct the error before exiting, your data is discarded.

For an example of adding entries to a table, use the Special Instruction table (SPIS). SPIS defines valid special instruction values and prints up to four lines of special instructions on a purchase order.

Step 1. Using the Go To window, open the Special Instruction table (SPIS).



Step 2. Enter the code provided by the instructor in the *Instruction* field at the top of the SPIS window.

Step 3. Enter the following in the *Instructions* field lines:

Please deliver between 8:30am and 1:00pm. Notify John Smith at 555-1234 when the shipment arrives.

Step 4. Select **Modify: Add**.

The “ALL LINES ADDED” message appears in the status bar.

Changing an Entry

You can change an existing entry by opening the table and retrieving the desired record, entering the appropriate changes, and selecting **Modify: Change**. In this exercise, you will change the phone number on the entry you just added to SPIS.

Step 1. With the SPIS table still open, select **Window: Clear Window**.

Step 2. Enter the code provided by the instructor in the *Instruction* field at the top of the SPIS window.

Step 3. Select **Display: Browse Data**.

The instructions you entered appear.

Step 4. Change the phone number from **555-1234** to **555-9876** by highlighting the last 4 digits of the number and typing over them.

Step 5. Select **Modify: Change**.

You receive the message “ALL LINES CHANGED” in the status bar.

Deleting an Entry

You can delete an entry in a table by retrieving the entry and selecting **Modify: Delete**.

Step 1. With the SPIS table still open, select **Window: Clear Window**.

Step 2. Enter the code provided by the instructor in the *Instruction* field at the top of the SPIS window.

Step 3. Select **Display: Browse Data**.

The instructions you entered appear.

Step 4. Select **Modify: Delete**.

You receive the message “ALL LINES DELETED” in the status bar.

Note: To verify that your entry has been deleted, select **Display: Browse Data**.

Step 5. Close the window when finished.

Using Workflow to Request Table Updates

The Office of Administration (OA) maintains most reference tables. You may request additions, changes, and deletions to these tables using the email component of SAM II workflow.

- **Additions:** To request an addition to a table, open the table, enter the new record information, then email a “proxy” attachment (snapshot) to the appropriate party in OA.
- **Changes:** To request a change to a table, open the table, retrieve the desired record, make the necessary changes, then email a “proxy” attachment (snapshot) to the appropriate party in OA.
- **Deletions:** To request a deletion of an entry on a table, open the table, retrieve the desired record, then email a “proxy” attachment (snapshot) to the appropriate party in OA. Include text in the email stating that you wish for this entry to be deleted.

To demonstrate, assume you need to add a new shipping address for your agency to the Shipping Address table (SHIP). Follow the steps below.

- Step 1.** Using the Go To window, open the Shipping Address table (SHIP).
- Step 2.** Enter the following information in the appropriate fields:

Ship Code: Z01

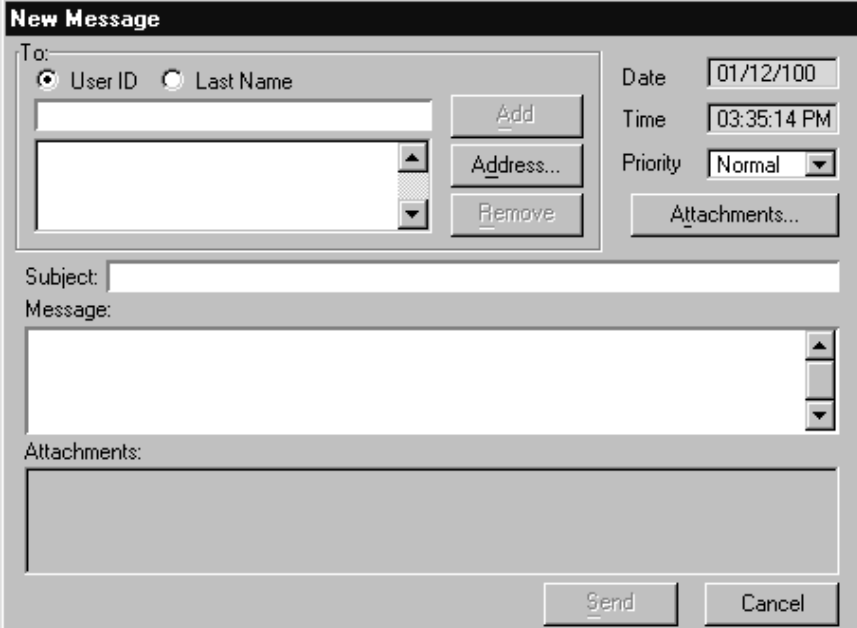
Name: Jefferson City Warehouse

Address 1: 1000 Capital Drive

Address 2: Jefferson City, MO 65101

Step 3. Select **File: Send Message**.

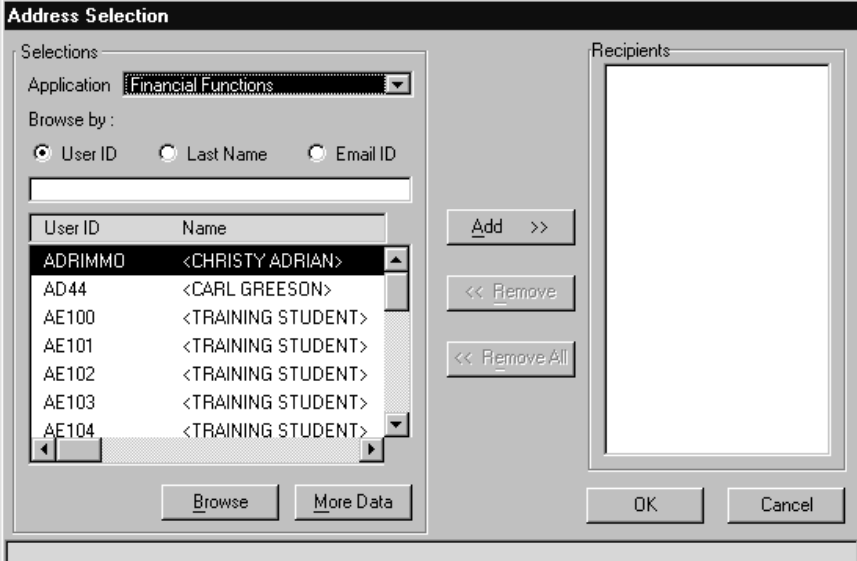
The New Message window appears.



The 'New Message' window is a standard email composition interface. It features a 'To:' field with radio buttons for 'User ID' (selected) and 'Last Name'. Below this is a list box with 'Add', 'Address...', and 'Remove' buttons. To the right, there are fields for 'Date' (01/12/100), 'Time' (03:35:14 PM), and a 'Priority' dropdown set to 'Normal'. An 'Attachments...' button is also present. The main body of the window contains a 'Subject:' label, a 'Message:' text area, and an 'Attachments:' section. At the bottom right are 'Send' and 'Cancel' buttons.

Step 4. Click on the **Address** button to choose whom to send the message to.

The Address Selection window opens.



The 'Address Selection' window is used for choosing recipients. It has a 'Selections' section on the left with a dropdown for 'Application' (Financial Functions) and radio buttons for 'User ID' (selected), 'Last Name', and 'Email ID'. Below these is a search field and a list box showing a table of users. The table has two columns: 'User ID' and 'Name'. The first row is selected. To the right of the list box are buttons for 'Add >>', '<< Remove', and '<< Remove All'. At the bottom of the list box are 'Browse' and 'More Data' buttons. On the right side of the window is a 'Recipients' list box. At the bottom right are 'OK' and 'Cancel' buttons.

User ID	Name
AD44	<CARL GREESON>
AE100	<TRAINING STUDENT>
AE101	<TRAINING STUDENT>
AE102	<TRAINING STUDENT>
AE103	<TRAINING STUDENT>
AE104	<TRAINING STUDENT>

Step 5. Select the **Last Name** radio button to view the list of address by name.

Step 6. In the field below the radio buttons, enter the name provided by the instructor.

- Step 7.** Click the **Browse** button.
- Step 8.** With the name highlighted, click the **Add** button to add the name to the *Recipients* list.
- Step 9.** Click **OK**.

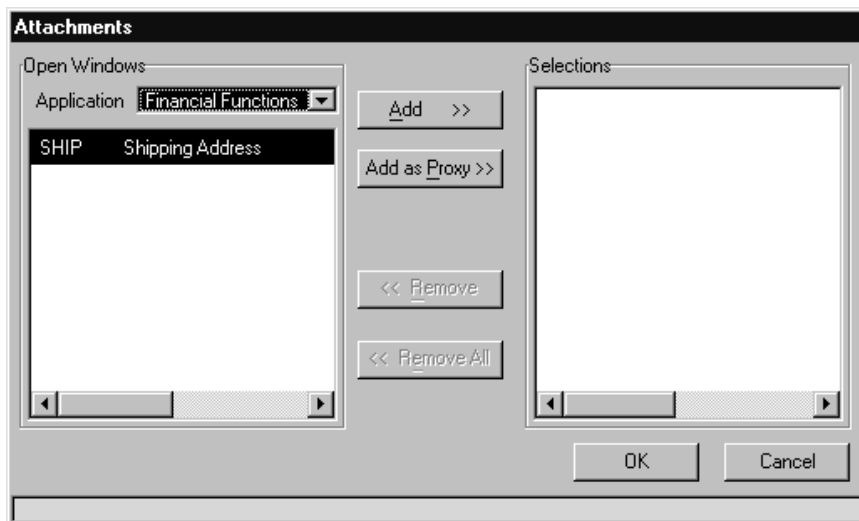
The New Message window appears with the recipient in the *To:* box.

- Step 10.** Type *New entry request* in the *Subject:* field.
- Step 11.** Type the following in the *Message:* field:

Please add this shipping address to the SHIP table.

- Step 12.** To attach your table, click on the **Attachments** button.

The Attachments window opens, with a list of the windows you have open on the left.



- Step 13.** Highlight the Shipping Address table (SHIP) and click the **Add as Proxy >>** button.

Note: Using the **Add** button will attach a link to the selected table only, not a snapshot of your entry.

Step 14. Click **OK**.

The New Message window appears with a proxy icon in the *Attachments* box.

New Message

To: ☒ User ID ☐ Last Name

DA134 <MATT MCHENRY>

Add Address... Remove

Attachments...

Date: 01/12/100
Time: 03:35:14 PM
Priority: Normal

Subject: New entry request

Message:
Please add this shipping address to the SHIP table.

Attachments:
SHIP

Send Cancel

Step 15. Click the **Send** button to send the message.

Appendix A: Open Item Inquiry Tables by Document Type

Document Type	Table Name	Table Code
Disbursements (AD, EF)	Open Check Header Inquiry	OPCH
	Open Check Line Inquiry	OPCL
Payment Vouchers (MP, P1, PV, PVA, PVQ, PVS, PVV)	Open Payment Voucher by Document Number Inquiry	OPVD
	Open Payment Voucher by Vendor Name Inquiry	OPVV
	Open Payment Voucher Header Inquiry	OPVH
	Open Payment Voucher Line Inquiry – 1 of 2	OPVL
	Open Payment Voucher Line Inquiry – 2 of 2	OPV2
Purchase Orders (PCQ, PCT, PDQ, PGQ, SC, SCS)	Open Purchase Order Account Line by Document Inquiry	OPLD
	Open Purchase Order Account Line Inquiry	OPPL
	Open Purchase Order by Blanket Number Inquiry	POBL
	Open Purchase Order by Buyer Inquiry	POHB
	Open Purchase Order by Delivery Date Inquiry	PODD
	Open Purchase Order by Document Number Inquiry	OPPD
	Open Purchase Order by Vendor Inquiry	OPIV

Document Type	Table Name	Table Code
Purchase Orders (continued)	Open Purchase Order Commodity Line by Commodity and Vendor Inquiry	POC2
	Open Purchase Order Commodity Line by Commodity Inquiry	POCC
	Open Purchase Order Commodity line by Document Inquiry	OPCD
	Open Purchase Order Commodity Line by Vendor and Commodity Inquiry	POC1
	Open Purchase Order Commodity Line Inquiry	OPPC
	Open Purchase Order Header by Document Inquiry	OPHD
	Open Purchase Order Header Inquiry	OPPH
Receivables (RE)	Open Receivable Header Inquiry	OREH
	Open Receivable Line Inquiry	OREL
	Open Receivable Options	OREO
	Open Receivables by Customer Inquiry	OREC
	Open Receivables by Due Date Inquiry	ORED
Receivers (RC)	Open Receiver Header Inquiry	ORCH
	Open Receiver Line Inquiry	ORCL
Purchase Requisitions (NR, RXQ)	Open Requisition Account Line Inquiry	ORQL

Document Type	Table Name	Table Code
	Open Requisition by Agency Inquiry	ORIA
Purchase Requisitions (continued)	Open Requisition Commodity Line Inquiry	ORQC
	Open Requisition Header Inquiry	ORQH
Stock Requisitions (SR, OC)	Open Stock Requisition Account Line Inquiry	OSRL
	Open Stock Requisition Header Inquiry	OSRH
	Open Stock Requisition Issues by Issue/Return ID Inquiry	OSRR
	Open Stock Requisition Item Issues Inquiry	OSRI
	Open Stock Requisition Line Inquiry	OSRC
Stock Transfers (TI, TR)	Open Stock Transfer Receipt Header Inquiry	OTRH
	Open Stock Transfer Receipt Line Inquiry	OTRL